



**A P E G S**

*Association of Professional Engineers  
& Geoscientists of Saskatchewan*

# **VOLUNTEERING WITH APEGGS**





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## Contents

Volunteering with APEGS – What's in it for me? .....	1
APEGS Volunteer Duties and Responsibilities .....	2
APEGS Committees .....	3
Constituent Societies .....	19
How do I sign up? .....	24
A Summary of Meeting Procedures For APEGS Boards and Committees .....	25

*This booklet was prepared in 2014 by the APEGS Connection & Involvement Committee, with the assistance of committee Chairs and constituent society Presidents, and with extensive contributions by the Chair of the Annual Meeting Planning Committee and the APEGS Director who provides our staff support.*

*We appreciate working with such great volunteers. Thanks for your help and dedication!*



## Volunteering with APEGGS – What's in it for me?

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You have agreed to give some of your precious discretionary time to serve APEGGS. Why did you volunteer? The most common reasons for volunteering in Canada<sup>1</sup> are:

- to make a contribution (93%)
- to use skills and experiences (78%)
- personally affected by the organization (59%)
- friends volunteer (48%)
- to explore one's own strengths (48%)
- to network and meet people (46%)
- to improve job opportunities (22%)
- to fulfill obligations or beliefs (21%)

You will face expectations to follow rules and shoulder responsibilities by agreeing to be an APEGGS volunteer. You won't be paid – other than reasonable out-of-pocket expenses – but depending on your reason for volunteering, you will be richly rewarded in one or more of the following:

- Learning or **developing strengths or skills** (communication, teamwork, time management, positive attitude, initiative, social, relationship, problem solving, leadership, etc.).
- Being part of your professional community and helping your profession meet its mandate, contributing to the well being and future of your professional organization, **helping define your profession**, gaining the right to criticize, being a change agent.
- Satisfying personal values, giving back, fulfilling motivation to help, **achieving personal growth**.
- Gaining a sense of achievement, feeling valued, feeling useful, feeling better about yourself.
- Enhancing sense of identity.
- Improving your personal well-being, combating depression, escaping other pressures, staying physically healthy, building energy.
- Increasing self-esteem, self-confidence, self-assurance, self-satisfaction, self-fulfillment.
- Finding new interests and hobbies.
- Increasing your happiness, having fun, enjoying interacting with peers.
- **Advancing your career**, boosting your career options, enhancing appeal to employers, gaining positive work references, increasing likelihood of hiring, improving salary and promotion.
- Gaining information, gaining a better understanding of the professions, learning about other positions and companies, learning how other professionals manage their career, gathering advice on career objectives, discovering potential career options.
- Earning credits toward professional development.
- Having new experiences, getting valuable experience in a positive, inclusive and safe atmosphere.
- Gaining opportunity to stretch your comfort zone.
- Meeting a diverse range of people, **making new friends and contacts**, building professional and social networks, making lasting friendships.
- Showing people what you are passionate about, making a difference.
- Inspiring others!

It's a win-win for you and APEGGS. Congratulations on joining the approximately 200 APEGGS volunteers. May your contributions and your rewards be great!

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<sup>1</sup> Mireille Vézina and Susan Crompton, [Volunteering in Canada](#), Canadian Social Trends, Statistics Canada Catalogue no. 11-008, April 16, 2012



## APEGGS Volunteer Duties and Responsibilities

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The law imposes fiduciary obligations on directors (councillors and in some cases committee members) as a safeguard to ensure power is exercised responsibly. Councillors and committee members must act in the best interests of APEGGS and must not exploit their position of power for personal gain. *The Engineering and Geoscience Professions Act* provides for immunity for actions done in good faith.

Here are some tips on how to meet this standard of care:

- Work within your sphere of knowledge – skill used can vary with your individual skills.
- Contribute as you are able and commit to – if you are over-committed and do not have enough time for the committee you should talk to your Chair.
- Make the best decision you can with the information you have at the current time.
- Act in good faith in the interest of APEGGS.
- Do not fetter (impose restraints on) your discretion.
- Exercise powers only for the purpose for which they are conferred – question (to yourself or openly to the committee) how the issue under discussion relates to the mandate of the committee and/or APEGGS.
- Avoid being in conflict of interest – raise all potential conflict of interest issues BEFORE the topic is discussed.
- Be careful using investment powers – be as cautious and wise as a “reasonable prudent investor.”
- Exercise due diligence.
  - Make every reasonable effort to attend the committee/council meetings for the duration of your term.
  - Inform the Chair of your attendance (or non-attendance) at the next meeting as far in advance of the meeting as possible – quorum for a meeting is 50% of the members plus one.
  - Ensure you have read the material circulated before the meeting and understand the issues being discussed or be prepared to ask questions so you can understand.
  - Contribute to the meeting as you feel comfortable and within your area of expertise.
- Listen to other committee members, ask them for clarification if you don’t understand their comment, and be responsive to questions from the committee members and Chair.
- Stay focused on the topic and assist the Chair to keep the discussion focused.
- Debate and voice opposition during meetings, but abide by majority rule and accept decisions of the committee even if you have disagreed with and/or argued against a motion; do not openly dispute or criticize the decision outside the committee.
- Keep the information of the meeting confidential, unless it is public information.
- Be polite and courteous, and respectful of cultural and personal differences.
- Capitalize on personal and cultural differences to make better decisions.
- Openly volunteer for committee work and meet your commitments.
- Show loyalty to APEGGS and be an advocate for APEGGS Council, Boards, Committees and Staff, as well as your committee.
- Be aware of your managerial duty (restricted to councillors) – can be liable for wages of employees, GST/source deductions.
- Submit expense claims in a timely fashion (APEGGS website for forms: [www.apegs.ca](http://www.apegs.ca)).
- Recognize that your fiduciary duties continue past your volunteer time with APEGGS.



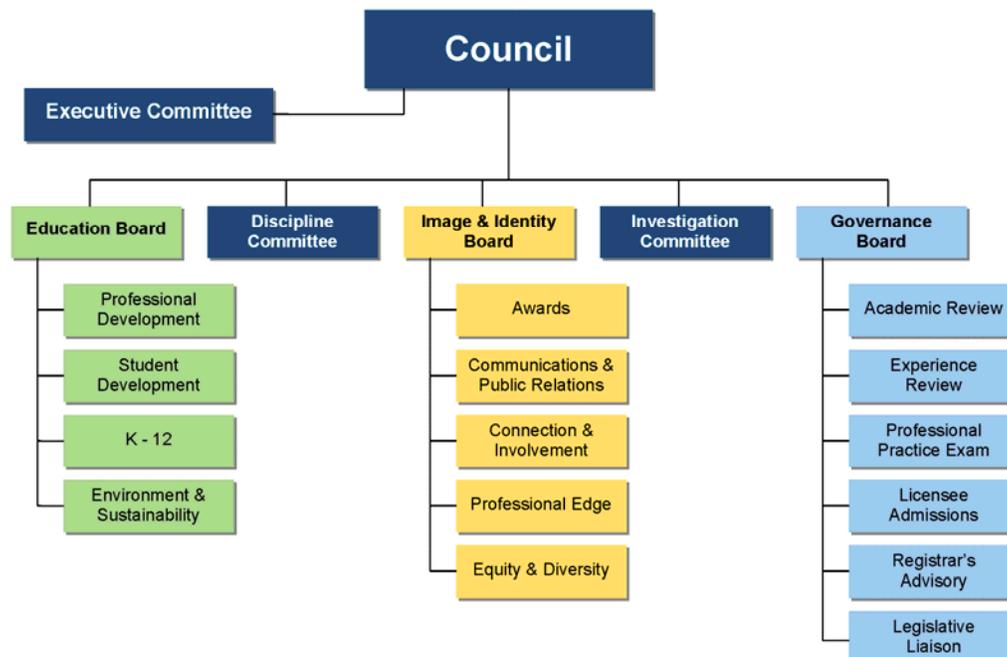
## APEGS Committees

APEGS could not exist as it does without the many volunteers that make up the various committees, boards, societies and council. These groups provide information, education, community and membership involvement and opportunities to APEGS members as well as support the governance of APEGS. The time an individual contributes to any one committee varies, but is not more than several hours a week or month depending on the committee deliverables or extent of involvement. The accumulated volunteer hours for all of the volunteers serving on committees as a collective group is very impressive and is an important part of APEGS.

The **Education Board** provides information and opportunities to our future Engineers and Geoscientists, ensures our current members are developing on professional and personal levels, and is engaged in sustainability and environmental issues. The committees that fall under this Board are K to 12, Student Development, Professional Development, and Environment & Sustainability.

The **Image and Identity Board** provides support to members and the societies to which they belong. This includes providing members with information about their fellow members, their community, and the professions of Engineering and Geoscience as well as ensuring ongoing public awareness and involvement, and that all persons are equally valued. The committees that fall under this Board are Connection & Involvement, Communications & Public Relations, Equity & Diversity, Awards, and Professional Edge (quarterly publication).

The **Governance Board** is responsible for the conduct of APEGS members, and oversees the qualifications and acceptance to our professions of Engineering and Geoscience. This board ensures that the professional standards are upheld and kept current with our ever changing world. The committee members for this Board are usually made up of experienced professionals that are qualified to provide the services required of them. The committees that comprise the Governance Board are Experience Review, Academic Review, Legislative Liaison, Licensee Admissions, Professional Practical Exam, and Registrar's Advisory. The Investigation and Discipline committees also fall under the general definition of governance, but report directly to Council for legal reasons.





<i>Committee Name</i>	<b>Professional Development (PDC)</b>
<i>Reports to</i>	Education Board
<i>Mandate</i>	Provide Professional Development opportunities for APEGS members, promote and maintain Continuing Professional Excellence Program
<i>Number of Members</i>	6
<i>Makeup of Committee (e.g. Professional, member-in-training, student, member of public)</i>	Members-in-training, professionals
<i>How often and for how long does the committee meet</i>	3 to 4 times a year for 1.5 hours (lunch meetings), event planning sub-committee meets several times a year for 1 hour
<i>Current Projects</i>	Professional Development Days (Jan. 23-24, 2014), APEGS Annual Meeting PD Day
<i>Ongoing Work</i>	PD opportunities, U of S and U of R Library Grants
<i>Future Plans/Goals</i>	Introduced 3 year plan – increase PD opportunities, hire event planner, increase committee membership, form Terms of Reference for Library Grants, work toward mandatory CPE reporting
<i>Recent Accomplishments</i>	PD events in Moose Jaw (November, 2012) and Saskatoon (January, 2014)
<i>Additional Comments/Relevant Information</i>	



<i>Committee Name</i>	<b>Student Development (SDC)</b>
<i>Reports to</i>	Education Board
<i>Mandate</i>	<p>Promotion and encouragement of science and engineering to engineering/geoscience students and engineering/geoscience faculty and liaise with students and faculty at other related post-secondary institutions through participation in activities such as:</p> <ul style="list-style-type: none"> <li>• Career Days - post secondary</li> <li>• Student awards and scholarships/prizes, gold medals</li> <li>• Promotion of engineering and geoscience education equity</li> <li>• Financial assistance to approved student activities</li> <li>• Mentorship programs and career information sessions</li> <li>• Information sessions on benefits and requirements for engineering and geoscience professional registration</li> <li>• Development of a Student Associate website</li> </ul>
<i>Number of Members</i>	15
<i>Makeup of Committee (e.g. Professional, member-in-training, student, member of public)</i>	All levels of APEGS members, as well as representatives from the universities and student societies
<i>How often and for how long does the committee meet</i>	Approximately 5 times per year for 1 hour
<i>Current Projects</i>	<p>In 2013 the SDC accomplished several of its goals and participated in affiliated projects:</p> <ul style="list-style-type: none"> <li>• To build on the success of the Funding Criteria Subcommittee, we were able to refine our sponsorship scoring matrix</li> <li>• Create new scholarships for university students. In total \$50 000 was split between grad, undergrad and entrance awards for both the University of Regina and Saskatchewan</li> <li>• The committee again has a Faculty Representative in both Engineering and Geoscience from each university</li> <li>• The Work Experience Reporting Orientation was given to Engineering and Geology students to heighten awareness of APEGS requirements</li> </ul>
<i>Ongoing Work</i>	
<i>Future Plans/Goals</i>	
<i>Recent Accomplishments</i>	
<i>Additional Comments/Relevant Information</i>	



<i>Committee Name</i>	<b>K – 12</b>
<i>Reports to</i>	Education Board
<i>Mandate</i>	Promotion and encouragement of science, technology, engineering, and mathematics (“STEM”) education to students from Kindergarten to Grade 12, their parents, and educators
<i>Number of Members</i>	8
<i>Makeup of Committee (e.g. Professional, member-in-training, student, member of public)</i>	Our committee includes all levels of APEGGS members, as well as an employee of the Ministry of Education, and has included members of the public
<i>How often and for how long does the committee meet</i>	4 times per year for 1.5 hours (lunch meetings), once per year face-to-face (over 2 days), and face-to-face at Annual Meeting
<i>Current Projects</i>	<ul style="list-style-type: none"> <li>• Dam Effects: Piloting Winter 2014; Revisions Spring 2014; posted to website Summer 2014</li> <li>• Video Project Phase II: One video is currently available on APEGGS website: Next videos are being produced by students</li> </ul>
<i>Ongoing Work</i>	Funding Educational programs: <ul style="list-style-type: none"> <li>• EYES</li> <li>• Sci-Fi</li> <li>• Science Fairs</li> <li>• Robotics Clubs – Swift Current, Il a la Crosse</li> </ul> Various educational days/events
<i>Future Plans/Goals</i>	<ul style="list-style-type: none"> <li>• Resource development to support the new Secondary Science curriculum</li> <li>• Work with EYES to develop a High School Saturday engineering/geosciences “camp”/workshop? 2x per month = 20 activities/topics. Activities could include visits to various workplaces, combined activity/presentation re: careers</li> </ul>
<i>Recent Accomplishments</i>	Video Project Phase I (2013)
<i>Additional Comments/Relevant Information</i>	



<i>Committee Name</i>	<b>Environment &amp; Sustainability</b>
<i>Reports to</i>	Education Board
<i>Mandate</i>	<p>The role of the Environment and Sustainability Committee is to:</p> <ul style="list-style-type: none"> <li>• monitor environmental trends and issues which may impact on APEGGS and its members and recommend responses and actions;</li> <li>• promote environmental considerations in APEGGS activities and member actions;</li> <li>• function as a liaison for APEGGS with Engineers Canada environmental initiatives, environmental groups within the APEGGS professions and other professions; and</li> <li>• support activities of the Education Board by developing and sponsoring environmental-based professional development activities</li> </ul>
<i>Number of Members</i>	8
<i>Makeup of Committee (e.g. Professional, member-in-training, student, member of public)</i>	Includes all levels of APEGGS members, currently the committee has 8 P.Eng.'s and 1 member of the public
<i>Duration of Terms for Members</i>	3 year terms
<i>How often and for how long does the committee meet</i>	Approximately 5 – 6 times per year for 1 hour
<i>Current Projects</i>	<ul style="list-style-type: none"> <li>• Work with PD committee to provide environment-based PD opportunities</li> <li>• Liase with Engineers Canada teleconferences of Environment and Sustainability Officials</li> <li>• Review and comment on the Draft “Model Guide - Principles of Climate Change Adaptation for Professional Engineers”</li> <li>• Edge articles on environment programs</li> </ul>
<i>Ongoing Work</i>	<p>Monitor and communicate environmental trends but also decided to get more involved in educational opportunities that would improve environmental awareness for our members and the public.</p> <p>Review of environment information circulated by EC, APEGs and governments</p>
<i>Future Plans/Goals</i>	Continue PD opportunities. Identify other environment-based education opportunities. Education on Model Guide - Principles of Climate Change Adaptation for Professional Engineers
<i>Recent Accomplishments</i>	The E & S Committee partnered with the Professional Development Committee and the School of Environment and Sustainability to develop a one day seminar that focused on sustainable transportation planning – the title is Urban Transportation: “Getting Where we Need to go”. The seminar has a unique layout that will encourage discussion among professionals (target audience will be planners, engineers and users of the transportation system) with information being recorded and brought back to decision makers
<i>Additional Comments/Relevant Information</i>	



<i>Committee Name</i>	<b>Awards</b>
<i>Reports to</i>	Image and Identity Board
<i>Mandate</i>	<p>To pursue recognition for members' achievements by:</p> <ul style="list-style-type: none"> <li>• reviewing criteria of awards established by Council</li> <li>• developing criteria for new awards to be recommended for establishment by Council</li> <li>• searching for candidates and making recommendations to the Image and Identity Board for recipients of awards established by Council, annually</li> <li>• searching for candidates and making recommendations to the Image and Identity Board for submission of nominations of members for local, provincial, national, and international awards offered to engineers or geoscientists, when appropriate, and</li> <li>• searching for candidates and making recommendations to the Image and Identity Board for submission of nominations of members for other awards as deemed appropriate by the AC, the Image and Identity Board or Council</li> </ul>
<i>Number of Members</i>	11
<i>Makeup of Committee (e.g. Professional, member-in-training, student, member of public)</i>	Professional Members and Members-in-training Mix of disciplines and industries
<i>How often and for how long does the committee meet</i>	Four to five meetings a year, 1 to 2 hours long
<i>Current Projects</i>	Currently, no projects
<i>Ongoing Work</i>	<p>Soliciting nominations for APEGS Awards</p> <p>Considering and compiling nominations for Engineers Canada and Geoscientists Canada annual awards</p> <p>Considering and compiling nominations for other non-APEGS awards on a request basis (i.e. Saskatchewan Order of Merit)</p> <p>Recommending recipients of the FEC and FGC</p>
<i>Future Plans/Goals</i>	<p>Review of all Award Criteria for consistency and clarity</p> <p>Updating information on the APEGS website</p>
<i>Recent Accomplishments</i>	Establishment of the Member Education Grant – first ones to be awarded at the 2014 Awards Banquet
<i>Additional Comments/Relevant Information</i>	



<i>Committee Name</i>	<b>Communications &amp; Public Relations (CPR)</b>
<i>Reports to</i>	Image and Identity Board
<i>Mandate</i>	To raise the awareness and profile of both our professions and our association within the following audiences: <ul style="list-style-type: none"><li>• General public</li><li>• Business</li><li>• Governments &amp; Politicians</li><li>• APEGS Members</li><li>• Other Professional Organizations</li></ul>
<i>Number of Members</i>	8
<i>Makeup of Committee (e.g. Professional, member-in-training, student, member of public)</i>	Professional Members and Members-in-training Mix of disciplines and industries
<i>How often and for how long does the committee meet</i>	Four to five meetings a year, 1 to 2 hours long
<i>Current Projects</i>	A major initiative in 2013 was the introduction of the “We See More” campaign which incorporated the two sub-messages of “prosperity” and “safety”. This multimedia campaign focused on Engineering and Geoscience week and featured 30 second television ads together with strategically placed billboards. This three year program continues through 2015
<i>Ongoing Work</i>	Print media is utilized throughout the year as a means of reaching our target audiences
<i>Future Plans/Goals</i>	
<i>Recent Accomplishments</i>	
<i>Additional Comments/Relevant Information</i>	



<i>Committee Name</i>	<b>Connection and Involvement (C&amp;I)</b>
<i>Reports to</i>	Image and Identity Board
<i>Mandate</i>	Enhance the APEGS membership experience by providing opportunities and information related to involvement, benefits and activities within APEGS and their constituent societies.
<i>Number of Members</i>	9
<i>Makeup of Committee (e.g. Professional, member-in-training, student, member of public)</i>	<ul style="list-style-type: none"> <li>• 9 voting members: 2- E.I.T., 6- P.Eng., 1- Liaison Councillor</li> <li>• APEGS staff support</li> <li>• One committee member is a liaison for the Annual Meeting Committee and one committee member is a liaison for the Professional Development Committee</li> </ul>
<i>How often and for how long does the committee meet</i>	<ul style="list-style-type: none"> <li>• 6 meetings per year, usually 1 hour in duration after work hours to discuss current projects</li> <li>• Individual sub-committees meet as required to complete tasks</li> <li>• Committee members may be involved in other time commitments (events, action items, etc.)</li> </ul>
<i>Current Projects</i>	<ul style="list-style-type: none"> <li>• Benefits brochure</li> <li>• Volunteer Information booklet</li> </ul>
<i>Ongoing Work</i>	<ul style="list-style-type: none"> <li>• Salary Survey</li> <li>• Annual Meeting Survey</li> <li>• Volunteer Orientation Day</li> <li>• Support Annual Meeting Committee</li> <li>• Management of Constituent Societies annual grants and special funding</li> <li>• Benefits information for new APEGS website</li> </ul>
<i>Future Plans/Goals</i>	<ul style="list-style-type: none"> <li>• Continue to investigate ways to increase membership involvement within APEGS and constituent societies</li> <li>• Continue to enhance volunteer experience</li> <li>• Compilation of Volunteer Orientation Manual</li> </ul>
<i>Recent Accomplishments</i>	<ul style="list-style-type: none"> <li>• Completed Annual Meeting Planning Guide</li> <li>• Reviewed members benefits and provided information to members</li> </ul>
<i>Additional Comments/Relevant Information</i>	Our committee is currently looking for 1-2 more members, preferably from the field of Geology and or from a location other than Regina or Saskatoon to round out our membership



<i>Committee Name</i>	<b>Professional Edge (PEC)</b>
<i>Reports to</i>	Image and Identity Board
<i>Mandate</i>	To publish the Association newsletter (magazine), including development, implementation and review of editorial, business and publishing policy
<i>Number of Members</i>	11
<i>Makeup of Committee (e.g. Professional, member-in-training, student, member of public)</i>	<ul style="list-style-type: none"> <li>• 11 voting members comprised of: 1-E.I.T.; 9 P.Eng.; 1 member of the public</li> <li>• Support from Martin Charlton Communications (Editor)</li> <li>• APEGS Staff support</li> <li>• Two committee members are APEGS Council: One member is a liaison for PEC; One member is a liaison to Communications and Public Relations Committee</li> </ul>
<i>How often and for how long does the committee meet</i>	6 Regular meetings of 1 hour duration (to discuss upcoming publication), 1 Themed meeting (at the Annual Meeting) of 2 hours duration, 1 Strategic Planning session of 2-3 hours duration
<i>Current Projects</i>	<ul style="list-style-type: none"> <li>• Display for Committee Fair</li> <li>• Alternate publication technique review and implementation</li> <li>• Promotion of Annual Meeting and Key Note Speaker (Andrea Beaty)</li> </ul>
<i>Ongoing Work</i>	<p>Publish the Professional Edge 6 times per year (every 2 months). Includes:</p> <ul style="list-style-type: none"> <li>• Annual Theme setting for each issue</li> <li>• Scanning for non-Saskatchewan news</li> <li>• Black-line review</li> <li>• Article review for upcoming issues</li> </ul>
<i>Future Plans/Goals</i>	<ul style="list-style-type: none"> <li>• Promotion of Engineering &amp; Geosciences with K-12, Post-secondary institutions</li> <li>• Coordination and promotion of other committee activities</li> <li>• Ezine and/or Professional Edge 'app' for mobile devices</li> </ul>
<i>Recent Accomplishments</i>	Regular timely production of <i>The Professional Edge</i>
<i>Additional Comments/Relevant Information</i>	The committee is seeking members with a geosciences background. The Committee is always looking for relevant stories and information for the publication. Members (and non-members) are encouraged to pass along stories or ideas that would be potential articles for the publication.



<i>Committee Name</i>	<b>Equity &amp; Diversity (E&amp;D)</b>
<i>Reports to</i>	Image and Identity Board
<i>Mandate</i>	<p>The E&amp;D provides leadership for APEGGS on equity and diversity matters, and fosters an understanding among all APEGGS members of the role of equity and diversity in the engineering and geoscience professions and the importance of maintaining a respectful workplace. The E&amp;D encompasses five equity groups:</p> <ul style="list-style-type: none"> <li>• Women in Engineering</li> <li>• Aboriginal Persons</li> <li>• Visible Minorities</li> <li>• International Graduates</li> <li>• Persons with Disabilities</li> </ul>
<i>Number of Members</i>	8 including APEGGS staff and council representative
<i>Makeup of Committee (e.g. Professional, member-in-training, student, member of public)</i>	P.Eng. and E.I.T.
<i>How often and for how long does the committee meet</i>	Every second month by teleconference. Twice a year face-to-face, one at the Annual Meeting
<i>Current Projects</i>	Gaining insight from the statistics gathered from the salary survey
<i>Ongoing Work</i>	Establishing contacts within each equity group that will allow the committee to create more visibility for Engineering and APEGGS, and to identify and address any issues within those groups
<i>Future Plans/Goals</i>	<ul style="list-style-type: none"> <li>• We'd like to have at least two volunteers focused on each equity group</li> <li>• Establish mandates for unstaffed equity groups</li> <li>• Increase APEGGS' visibility within the aboriginal community</li> </ul>
<i>Recent Accomplishments</i>	
<i>Additional Comments/Relevant Information</i>	



<i>Committee Name</i>	<b>Academic Review</b>
<i>Reports to</i>	Governance Board
<i>Mandate</i>	To administer the policy and procedures established by Council for the review of the academic qualifications of individuals applying for membership in the Association, and to make recommendations to the Executive Director & Registrar following the completion of those reviews
<i>Number of Members</i>	16 voting <i>Members</i> and 9 non-voting <i>Reviewer</i> and various <i>Special Advisors</i> .
<i>Makeup of Committee (e.g. Professional, member-in-training, student, member of public)</i>	All professional members representing both industry and academia, with both Canadian and international academic credentials.
<i>How often and for how long does the committee meet</i>	Meets every six weeks for two to three hours.
<i>Current Projects</i>	The review process is being revised to try and cope with the large volume of applications.
<i>Ongoing Work</i>	Reviewing the qualification of international engineering graduates and both Canadian and international geoscience graduates.
<i>Future Plans/Goals</i>	To increase the number of files the committee can process per meeting.
<i>Recent Accomplishments</i>	
<i>Additional Comments/Relevant Information</i>	The number of international graduates applying for licensure with APEGGS has more than doubled in the past three years and it has been a real challenge to keep up with the volume.



Committee Name	
<b>Experience Review (ERC)</b>	
Reports to	
Governance Board	
<i>Mandate</i>	Administers the policy and procedures established by Council for the review of work experience reports of members-in-training and other individuals applying for professional membership with the association
<i>Number of Members</i>	34
<i>Makeup of Committee (e.g. Professional, member-in-training, student, member of public)</i>	29 P.Eng. 4 P.Geo. 1 Engineer-in-Training
<i>How often and for how long does the committee meet</i>	9 times per year (once every 6 weeks or so) Meetings are 2 to 2.5 hours long
<i>Current Projects</i>	<ul style="list-style-type: none"> <li>• Software Engineering Experience Review Guideline</li> <li>• Mentoring program, mentor parameters and guideline review</li> </ul>
<i>Ongoing Work</i>	Ongoing review of work experience reports (1300 reports in 2013, an average of 145 reports per meeting)
<i>Future Plans/Goals</i>	<ul style="list-style-type: none"> <li>• On-line experience reporting</li> <li>• Competency-based assessment of work experience</li> </ul>
<i>Recent Accomplishments</i>	<ul style="list-style-type: none"> <li>• Pilot project ran in Saskatchewan on competency-based assessment of engineering work experience framework developed by Engineers Canada</li> <li>• Improvements to committee efficiency: adopted review group consensus meetings prior to full committee meetings</li> <li>• Moved English language requirement from member-in-training to professional member application stage (to come in line with the rest of the country)</li> </ul>
<i>Additional Comments/Relevant Information</i>	<p>Comments from committee members:</p> <ul style="list-style-type: none"> <li>• Work on the ERC is rewarding in the way that you become aware of interesting engineering and geoscience work that is ongoing in our province and elsewhere.</li> <li>• I like knowing that my work helps to keep the public safe by ensuring that only persons with adequate experience become licensed Engineers and Geoscientists.</li> <li>• I am amazed at the breadth and depth of experience that these members-in-training are exposed to. I believe that this will enable them to become competent professional engineers and geoscientists who will add value to the province and to the profession.</li> <li>• Through my involvement on the ERC, I have become a better mentor and supervisor to engineers that I interact with by being able to better direct their development in key areas that are needed to become professional engineers within our association. I also view my involvement with the ERC as an opportunity to give back to APEGS by helping to ensure the future growth of the Association.</li> </ul>



<i>Committee Name</i>	<b>Professional Practice Exam</b>
<i>Reports to</i>	Governance Board
<i>Mandate</i>	The mandate of the committee is to coordinate and direct the Law and Ethics Seminars and to oversee the setting and administration of the Professional Practice Exam
<i>Number of Members</i>	9
<i>Makeup of Committee (e.g. Professional, member-in-training, student, member of public)</i>	APEGS members appointed by the Governance Board from a cross-section of academic disciplines, workplace sectors, and membership categories
<i>How often and for how long does the committee meet</i>	Four to five meetings a year
<i>Current Projects</i>	The Law and Ethics Seminar is held in Saskatoon in the spring and in Regina in the fall each year. Each seminar runs for two days and is focused on preparing new members for the roles and responsibilities of Professional Engineers and Professional Geoscientists in society. The Seminar also helps prepare the participants for the Professional Practice Exam
<i>Ongoing Work</i>	A realigning of the seminar was conducted in 2013 that will be rolled out in 2014. This involved dividing up the comprehensive legal related content in reflection of feedback received from seminar participants
<i>Future Plans/Goals</i>	
<i>Recent Accomplishments</i>	
<i>Additional Comments/Relevant Information</i>	



<i>Committee Name</i>	<b>Licensee Admissions</b>
<i>Reports to</i>	Governance Board
<i>Mandate</i>	To administer the policy and procedures established by Council for the review of the academic and experience qualifications of applicants seeking to practise engineering or geoscience as an Engineering Licensee or Geoscience Licensee, and to make recommendations to the Executive Director & Registrar following the completion of those reviews
<i>Number of Members</i>	8
<i>Makeup of Committee (e.g. Professional, member-in-training, student, member of public)</i>	APEGS members appointed by the Governance Board from a cross-section of academic disciplines, workplace sectors, and membership categories
<i>How often and for how long does the committee meet</i>	Three to four meetings a year
<i>Current Projects</i>	
<i>Ongoing Work</i>	
<i>Future Plans/Goals</i>	
<i>Recent Accomplishments</i>	
<i>Additional Comments/Relevant Information</i>	The Restricted License option has historically suffered from poor recognition in industry. However, APEGS has recently focused on marketing this program. Happily, Restricted Licenses are gaining wider recognition and are generating new interest among scientists, technologists and other potential candidates



<i>Committee Name</i>	<b>Registrar's Advisory</b>
<i>Reports to</i>	Governance Board
<i>Mandate</i>	The Registrar will call on the Registrar's Advisory Committee to provide a recommendation on how to proceed with an application for membership or licensure should any question of character arise. Evidence of good character is not required upon application to the Association, however, if the Association has reason to believe that the applicant may not satisfy the APEGGS Good Character Guideline and following an inquiry by the Registrar's Advisory Committee, it finds that the applicant does not meet the Good Character Guideline, registration may be refused or additional requirements imposed
<i>Number of Members</i>	
<i>Makeup of Committee (e.g. Professional, member-in-training, student, member of public)</i>	The Chairs of these four committees: Academic Review Committee, Experience Review Committee, Licensee Admissions Committee, Professional Practice Exam Committee
<i>How often and for how long does the committee meet</i>	As required

<i>Committee Name</i>	<b>Legislative Liaison</b>
<i>Reports to</i>	Governance Board
<i>Mandate</i>	To review Provincial government demand side legislation and proposed regulations, assess the potential effect on the Association and its members related to the practice of Engineering and Geoscience in the Province of Saskatchewan in a timely manner and prepare communication to the Provincial Government on behalf of APEGGS
<i>Number of Members</i>	
<i>Makeup of Committee (e.g. Professional, member-in-training, student, member of public)</i>	A Chair, a councillor, and additional members as recommended
<i>How often and for how long does the committee meet</i>	As required



<i>Committee Name</i>	<b>Investigation</b>
<i>Reports to</i>	Council
<i>Mandate</i>	Responsible for the investigation of allegations that a member’s conduct constitutes professional misconduct or professional incompetence under the discipline section of <i>The Engineering and Geoscience Professions Act</i>
<i>Number of Members</i>	At least nine members appointed by Council. In addition a lay Councillor shall be appointed subject to subsection 31(2) of the <i>Act</i>
<i>Makeup of Committee (e.g. Professional, member-in-training, student, member of public)</i>	APEGS members from a cross-section of academic disciplines, workplace sectors, and membership categories
<i>How often and for how long does the committee meet</i>	As required, normally 5 – 6 times per year

<i>Committee Name</i>	<b>Discipline</b>
<i>Reports to</i>	Council
<i>Mandate</i>	To hear complaints against the professional conduct of APEGS members, and determine whether or not the conduct constitutes professional misconduct or professional incompetence. When appropriate, prescribe a fair and just disciplinary order according to section 35 of the <i>Act</i> and <i>Regulatory Bylaws</i> . Lastly, to ensure that this hearing and ruling process are carried out in a timely manner
<i>Number of Members</i>	At least nine members appointed by Council. In addition a lay Councillor shall be appointed subject to subsection 33(2) of the <i>Act</i>
<i>Makeup of Committee (e.g. Professional, member-in-training, student, member of public)</i>	APEGS members from a cross-section of academic disciplines, workplace sectors, and membership categories
<i>How often and for how long does the committee meet</i>	As required



# Constituent Societies

Other volunteer opportunities for APEGS members are within the Constituent Societies. There are several constituent societies active in Saskatchewan – the Regina Engineering Society, Saskatoon Engineering Society, Moose Jaw Engineering Society, Saskatchewan Geological Society and CIM Geology Section (Saskatoon). The constituent societies hold a number of technical and social events, such as noon-hour luncheons with technical presentations, annual meetings, golf tournaments, mixers, field trips, etc. APEGS members are affiliated with their regional society based upon the geographic area assigned to each society. Most of the society members are also APEGS members, however this is not always the case and some societies may have an additional membership process and fee.

The active Constituent Societies communicate with members via email. However, for APEGS to release your email address so that you can be added to your Constituent Society's mailing list, you must give APEGS permission to do so. To give this permission, enter the Online Services on the APEGS website <http://www.apegs.ca> with your user ID and password. Click on the tab "Exclusion List" and enter your preferences.

**Table 1 – APEGS specific**

Item	Check the box for any item you <u>do not</u> wish to receive
APEGS bi-weekly email (various info)	<input type="checkbox"/>
Email ballot (for APEGS Council elections) *	<input type="checkbox"/>
Mail from APEGS (except mail required by law**)	<input type="checkbox"/>
The Professional Edge (bi-monthly publication) – print version	<input type="checkbox"/>

\* If you opt out of "Email ballots", then you will receive a paper ballot through regular mail.  
 \*\* Mail required by law is annual dues notice, notice of Annual or Special Meetings of Members, election notice.

**Table 2 – Constituent Society Email lists**

The constituent societies contact APEGS from time to time to ask for a list of email addresses of APEGS member who have given permission to release it. Once your email is contact them directly to have your email address removed from their list. Feel free to have your email address released to any of these constituent societies, no matter your

Constituent Society	Check the box for any Society you <u>do not</u> wish to have your email address released to
Regina Engineering Society (RES)	<input checked="" type="checkbox"/>
Saskatoon Engineering Society (SES)	<input type="checkbox"/>
Moose Jaw Engineering Society (MJES)	<input checked="" type="checkbox"/>
Saskatchewan Geological Society (SGS) Regina	<input checked="" type="checkbox"/>
Geological Society of CIM - Saskatoon	<input checked="" type="checkbox"/>

**Information on constituent societies:** The constituent societies are separate organizations to APEGS, however they receive a grant from APEGS. The geoscience societies Contact the applicable constituent society for further information.

The geographic areas and some of the communities, which they include, are as follows:

### Engineering Societies

SASKATOON: Aberdeen, Allan, Ardath, Asquith, Biggar, Bradwell, Broderick, Carlton, Clavet, Colonsay, Conquest, Dalmeny, Davidson, Delisle, Dundurn, Edenburg, Elstow, Grandora, Grasswood, Hanley, Hepburn, Humboldt, Kenaston, Kindersley, Langham, Lanigan, Marengo, Martensville, Middle Lake,



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Muenster, Naicam, Nokomis, Outlook, Osler, Plunkett, Rosetown, Rosthern, Smiley, Sovereign, St. Denis, Vanscoy, Vonda, Warman, Watrous, Zealandia

REGINA: Avonhurst, Balcarres, Balgonie, Bankend; Buena Vista, Conquest, Coppersands, Craik, Craven, Cupar, Davin, Dilke, Duval, Dysart, Earl Grey, Edenwald, Edgeley, Emerald Park, Fort Qu'Appelle, Grand Coulee, Gray, Grayson, Holdfast, Indian Head, Kendal, Kronau, Lajord, Lumsden, McLean, Milestone, Montmartre, Odessa, Pense, Pilot Butte, Qu'Appelle, Raymore, Regina Beach, Richardson, Rouleau, Sifton, Southey, Strasbourg, Summerberry, Vibank, White City, Wilcox, Wolseley, Zehner

MOOSE JAW: Assiniboia, Aylesbury, Belle Plaine, Boharm, Bushell Park, Caron, Caronport, Central Butte, Chamberlain, Chaplin, Coderre, Drinkwater, Elbow, Eyebrow, Girvin, Gravelbourg, Parkbeg, Pasqua, Riverhurst, Spring Valley, Tuxford

#### *Geoscience Societies*

GEOLOGICAL SOCIETY OF CIM: All Cities and Towns North of the 52nd parallel. – NORTH ELECTORAL DISTRICT

SASKATCHEWAN GEOLOGICAL SOCIETY: All Cities and Towns South of the 52nd parallel. – SOUTH ELECTORAL DISTRICT

#### *Inactive Engineering Societies*

KELSEY CHAPTER: Creighton, Cumberland House, Denare Beach, Flin Flon (SK/MB), Jan Lake, Pelican Narrows

LLOYDMINISTER / NORTH BATTLEFORD: Battleford, Hafford, Cutknife, Goodsoil, Kerrobert, Krydor, Landis, Marshall, Meadow Lake, Neilburg, Paradise Hill, Radisson, Scott, Sonningdale, St. Walburg, Unity, Wilkie

PRINCE ALBERT: Air Ronge, Annaheim, Big River, Birch Hills, Candle Lake, Christopher Lake, Codette, Cudworth, Debden, Duck Lake, Gronlid, Hudson Bay, Kinistino, La Ronge, Marcelin, Meath Park, Melfort, Mistatim; Nipawin, Pathlow, Shellbrook, St. Brieux, Tisdale, Wakaw, Yellow Creek

SWIFT CURRENT: Abbey, Beechy, Beverly, Blumenhof, Cabri, Cadillac, Chorlitz, Eastend, Eatonia, Elrose, Eston, Frontier; Gouldtown, Gull Lake, Herbert, Hodgeville, Kincaid, Kyle, Leinan, Lucky Lake, Maple Creek, McMahan, Mendham, Morse, Neidpath, Neville, Pamburn, Pennant, Portreeve, Rush Lake, Scepter, Shaunavon, Stewart Valley, Success, Tompkins, Tyner, Val Marie, Vanguard, Waldeck, Webb, Wiseton, Wymark

YORKTON: Archerwill, Canora, Churchbridge, Esterhazy, Foam Lake, Grenfall, Kamsack, Kelliher, Kelvington, Langenburg, Melville, Moosomin, Mozart, Okla, Rocanville, Saltcoats, Sheho, Stockholm; Sturgis, Theodore, Welwyn, Whitewood, Wynyard

WEYBURN / ESTEVAN: Alameda, Arcola, Bengough, Bienfait, Carievale, Carlyle, Carnduff, Ceylon, Corning, Coronach, Fairlight, Francis, Glasnevin, Glenavon, Kennedy, Kenosee Lake, Kipling, Lampman, Lang, Langbank, Maryfield, McTaggart, Midale, Omega, Osage, Oxbow, Pangman, Willow Bunch, Yellowgrass

*Please note that if you did reside in one of these communities when you originally registered with APEGS, you would have been automatically assigned to a geographic area. If you wish to be assigned to a different geographic area, please contact the Association office.*



<i>Constituent Society Name</i>	<b>Moose Jaw Engineering Society (MJES)</b>
<i>Mandate</i>	To advance the engineering profession in the Moose Jaw area with employers, engineers, students and educators and to provide social events, seminars, and other activities
<i>Number of Members</i>	Approximately 90
<i>Makeup of Executive Committee (e.g. Professional, member-in-training, student, member of public)</i>	The Executive Committee is composed primarily of professional engineers and members-in-training
<i>How often and for how long does the committee meet</i>	
<i>Current Projects</i>	Social and Educational events for our members
<i>Ongoing Work</i>	
<i>Future Plans/Goals</i>	
<i>Recent Accomplishments</i>	
<i>Additional Comments/Relevant Information</i>	

<i>Constituent Society Name</i>	<b>Regina Engineering Society (RES)</b>
<i>Mandate</i>	The Regina Engineering Society exists to serve the professional and social needs of the engineers in the Regina area to support interaction between its members, local technical societies, engineering students and major engineering employers
<i>Number of Members</i>	15 members on Executive, approximately 200 members on our email list
<i>Makeup of Executive Committee (e.g. Professional, member-in-training, student, member of public)</i>	Professionals and members-in-training
<i>Duration of Terms for Members</i>	2 years for Executive positions
<i>How often and for how long does the committee meet</i>	One-hour monthly Executive meetings
<i>Current Projects</i>	Horizons Dinner, IMAX night, Golf tournament
<i>Ongoing Work</i>	Technical Presentations
<i>Future Plans/Goals</i>	Order merchandise with our new logo
<i>Recent Accomplishments</i>	Our Meet the Executive night this year was well-attended. We also just had a new logo designed.
<i>Additional Comments/Relevant Information</i>	



<i>Constituent Society Name</i>	<b>Saskatoon Engineering Society (SES)</b>
<i>Mandate</i>	To advance the engineering profession in the Saskatoon area by promoting engineering education and awareness of the profession with students and educators, and by encouraging engineers to participate in business meetings, seminars, social events, and other activities
<i>Number of Members</i>	20 on Executive, potentially 2,000 members
<i>Makeup of Executive Committee (e.g. Professional, member-in-training, student, member of public)</i>	P.Eng.s, E.I.T.s, and 2 engineering students
<i>Duration of Terms for Members</i>	One year for Executive
<i>How often and for how long does the committee meet</i>	Executive meets once a month from 6:00-7:30 PM
<i>Current Projects</i>	<ul style="list-style-type: none"> <li>• Industry Celebrating Excellence (ICE) annual event</li> <li>• 2014 SES Engineer of the Year award</li> </ul>
<i>Ongoing Work</i>	<ul style="list-style-type: none"> <li>• Sending email notices to members</li> <li>• Funding professional development activities</li> </ul>
<i>Future Plans/Goals</i>	
<i>Recent Accomplishments</i>	<ul style="list-style-type: none"> <li>• Noon hour technical presentations</li> <li>• Sask Innovation Week evening seminar and dinner</li> <li>• Mixers</li> </ul>
<i>Additional Comments/Relevant Information</i>	

<i>Constituent Society Name</i>	<b>Geological Society of CIM Saskatoon</b>
<i>Mandate</i>	Technical Society for the promotion and education of mining and mineral exploration geoscientists.
<i>Number of Members</i>	Approximately 100
<i>Makeup of Executive Committee (e.g. Professional, member-in-training, student, member of public)</i>	P.Geo's, P.Eng's, GIT's, EIT's and students, members of the public welcome at meetings
<i>How often and for how long does the committee meet</i>	Generally once per month except during field the summer fields season, special meetings occur as guest lecturers are available
<i>Current Projects</i>	CIMM Field Conference on Uranium mineralization and deposits.
<i>Ongoing Work</i>	Lectures on a variety of geology and mineral exploration subjects
<i>Future Plans/Goals</i>	Field Conference
<i>Recent Accomplishments</i>	CIMM Wolfgang Stoeterau Scholarship awarded annually to a student in Geoscience at the University of Saskatchewan - Field Conferences are the principal funding initiatives to support the scholarship as well as the monthly meetings
<i>Additional Comments/Relevant Information</i>	



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<i>Constituent Society Name</i>	<b>Saskatchewan Geological Society</b>
<i>Mandate</i>	The purpose of the Saskatchewan Geological Society is to promote the study and practice of the earth sciences and to foster a spirit of scientific research among its Members
<i>Number of Members</i>	160
<i>Makeup of Executive Committee (e.g. Professional, member-in-training, student, member of public)</i>	The Executive of the Saskatchewan Geological Society is comprised of President, Past President, Vice President, U of R Geology Student Rep, Secretary, Treasurer, and Business Manager. Generally all but the student rep are professional geoscientists, but this is not mandated by the society. We have a variety of membership categories including “amateur” for those with no formal education in geoscience
<i>How often and for how long does the committee meet</i>	The Executive meets roughly once a month for about 1.5 hrs. We hold luncheon meetings with technical presentations for our members and any other interested parties, about 10 times a year
<i>Current Projects</i>	
<i>Ongoing Work</i>	Every year we present a school lecture series for students in grades 3-8 in the Regina area as well as a public lecture in each of Regina and Saskatoon on a relevant geoscience topic. We also present a number of awards to university students and members, annually
<i>Future Plans/Goals</i>	
<i>Recent Accomplishments</i>	
<i>Additional Comments/Relevant Information</i>	For more information please visit our website <a href="http://www.sgshome.ca">http://www.sgshome.ca</a>



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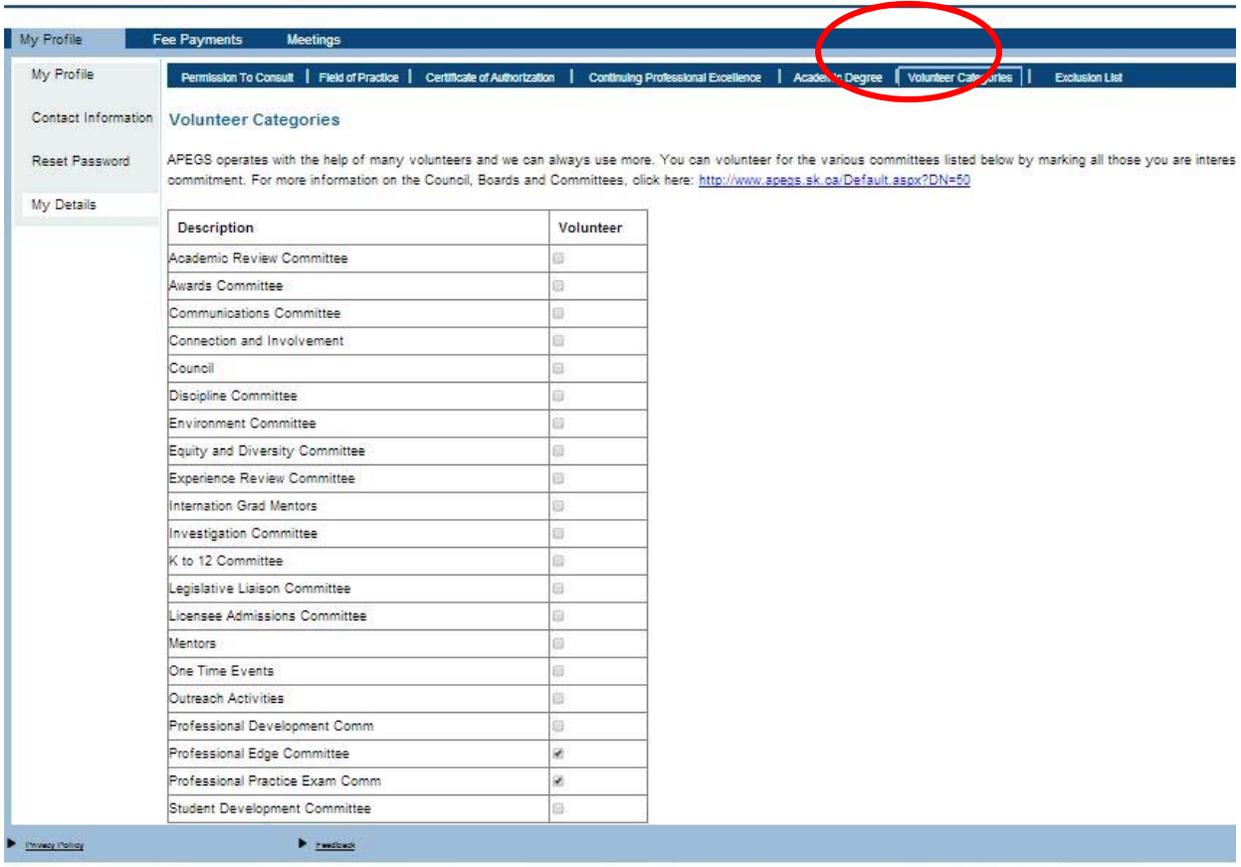
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## How do I sign up?

To indicate that you might be interested in participating, enter the Online Services on the APEGS website <http://www.apegs.ca> with your user ID and password. Click on the tab "Volunteer Categories" and enter your choices. You will note that this also where you can volunteer for one-time events, outreach activities, and indicate that you are interested in running for a Council position. This is where committees look first to find new members.

APEGS committee member term lengths are typically 3 years, to a maximum of 6 years service. Members are nominated by the committee and approved by the supervision board. Chair term lengths are typically 2 years, to a total maximum of 6 years service. Chairs are nominated by the committee and board, and approved by Council.

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E-mail: [apegs@apegs.sk.ca](mailto:apegs@apegs.sk.ca)



My Profile | Fee Payments | Meetings | **Volunteer Categories** | Exclusion List

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Permission To Consult | Field of Practice | Certificate of Authorization | Continuing Professional Excellence | Academic Degree | **Volunteer Categories** | Exclusion List

**Volunteer Categories**

APEGS operates with the help of many volunteers and we can always use more. You can volunteer for the various committees listed below by marking all those you are interested in. For more information on the Council, Boards and Committees, click here: <http://www.apegs.sk.ca/Default.aspx?DN=50>

Description	Volunteer
Academic Review Committee	<input type="checkbox"/>
Awards Committee	<input type="checkbox"/>
Communications Committee	<input type="checkbox"/>
Connection and Involvement	<input type="checkbox"/>
Council	<input type="checkbox"/>
Discipline Committee	<input type="checkbox"/>
Environment Committee	<input type="checkbox"/>
Equity and Diversity Committee	<input type="checkbox"/>
Experience Review Committee	<input type="checkbox"/>
International Grad Mentors	<input type="checkbox"/>
Investigation Committee	<input type="checkbox"/>
K to 12 Committee	<input type="checkbox"/>
Legislative Liaison Committee	<input type="checkbox"/>
Licensee Admissions Committee	<input type="checkbox"/>
Mentors	<input type="checkbox"/>
One Time Events	<input type="checkbox"/>
Outreach Activities	<input type="checkbox"/>
Professional Development Comm	<input type="checkbox"/>
Professional Edge Committee	<input checked="" type="checkbox"/>
Professional Practice Exam Comm	<input checked="" type="checkbox"/>
Student Development Committee	<input type="checkbox"/>

Privacy Policy | Feedback



# A Summary of Meeting Procedures For APEGGS Boards and Committees

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The Engineering and Geoscience Professions Administrative Bylaw Section 23 specifies that meetings are run according to the rules set out in *Procedures for Meetings and Organizations*, third edition, M. Kaye Kerr and Hubert W. King, (Toronto, Canada: Carswell, 1996). This detailed, 290-page book (available in the APEGGS library) is obviously best consulted at one's leisure rather than used as a quick reference at a meeting. However, a quick reference is often needed. This document will attempt to outline basic meeting procedure, for the use of Board and Committee Chairs and members, according to the rules laid down by Kerr and King.

**In Session:** A meeting is in session between the times it is called to order and the time a motion is passed to adjourn, excluding short agreed upon breaks (§§76 – 78).

**Call to Order:** A call to order by the Chair can occur only if a quorum is present (§78).

**Quorum:** A quorum is a simple majority of the members of a Board or Committee (§§78, 81, 107, 146).

**Loss of Quorum:** If a quorum is lost during a meeting no further business can be transacted (§§35a, 62f, 81, 90, 102, 146, 183).

**General Order of Meeting Agenda:** (§§62, 69 – 71, 74)

- Call to order
- Approve agenda
- Approve minutes of previous meeting
- Matters arising from the previous meeting
- Matters held over from previous meeting
- Reports
- New business
- Adjournment

**Approval of the Agenda:** Prior to voting on a motion to approve the agenda items may be added or removed, the order of items changed, and new items added. Substantive new items, for which the members have not had time to prepare, should take the form of a notice of motion for the next meeting (§§82, 168).

**Approval of the Previous Minutes:** The approved minutes are the official documents of the Board or Committee and as such should be an accurate reflection of what went on at the meeting. Errors and omissions may be pointed out and corrections made.

**Adjournment:** A motion to adjourn may occur at any time and, if it is successful, results in the abrupt termination of the meeting. A motion to adjournment requires a mover and seconder and a vote on the motion (§§90, 179).

**Chair of a Board or Committee:** The prime function of the Chair is to ensure that the mandate according to the terms of reference of the Board or Committee is achieved. It includes preparing the agenda, chairing the meetings, scheduling the meetings and reporting to the body that appointed the Board or Committee.



The Chair is not expected to be impartial and is an active member of the Board or Committee. The Chair can move motions, enter into the debate, vote openly with the other members, but cannot vote a second time to break a tie (§§4, 46, 85, 106 - 108).

**Motions:** All motions must have a mover and a seconder.

If a motion fails to get a seconder it dies.

To withdraw a duly moved and seconded motion requires unanimous consent to a procedural motion to withdraw the motion under discussion (§§86, 95c, 159).

**Voting / Not Voting:** Voting can be done by a show of hands or a voice vote. The Chair announces whether the motion is approved or rejected. Abstentions are not recorded. In special circumstances the name of a member who abstained from voting can be recorded, at their request, along with their reason (§124).

A person has the right not to vote, at their discretion (§125(d)).

A “role call vote” can be called in order to record the vote of each member (§126(c)).

**Minutes of the Meeting:** Minutes of a meeting normally contain (§§114, 115):

- The date, time and place of the meeting
- The name of the Chair and any changes in the Chair
- The names of the members present
- All motions moved, including those that were withdrawn, with names of mover, seconder and the results of the vote on the motion
- A summary of the significant points raised during discussion on a motion, but not a verbatim record
- The motion for adjournment
- The time of adjournment
- The signature of the recorder of the minutes

**Staff Support / Staff Liaison:** APEGS staff members have a “voice but no vote” at Board and Committee meetings. They are not considered members of the Board or Committee for the purpose of determining a quorum.

**For items, questions and rules not covered above, or for more details on items mentioned above, please call APEGS staff for a “ruling” from the Kerr and King book.**