

**BYLAW NO.1 RESPECTING THE GOVERNANCE OF THE  
McGILL UNIVERSITY HEALTH CENTRE (MUHC)  
USERS' COMMITTEE (UC)**

As adopted on November 15<sup>th</sup>, 2023  
*Administrative version 240514*

## TABLE OF CONTENTS

### *BYLAW NO.1 RESPECTING THE GOVERNANCE OF THE McGILL UNIVERSITY HEALTH CENTRE (MUHC) USERS' COMMITTEE (UC)*

#### SECTION I: GENERAL PROVISIONS

1. Definitions
2. Object

#### SECTION II: MANDATE, GUIDING PRINCIPLES AND FUNCTIONS

3. Mandate
4. Guiding Principles
5. Functions:

#### SECTION III: OPERATIONS

6. General
7. Accounting
8. Annual Report
9. Decision Making
10. Regular Meetings
11. Special Meetings
12. Annual General Meeting (AGM)

#### SECTION IV: MEMBERSHIP

13. Composition
14. Election of Members
15. Executive Committee ("Executive")
16. Termination of Membership of a Users' Committee member
17. Filling of Vacancy

#### SECTION V: ADVOCACY SUBCOMMITTEES

18. Formation
19. Functioning
20. Participation of Advocacy Subcommittee Members at UC Meetings
21. Participation of UC Members at Advocacy Subcommittee Meetings
22. Termination of Membership of an Advocacy Subcommittee member

#### SECTION VI: TRANSITIONAL AND FINAL DISPOSITIONS

23. Effective Date
24. Modification, Amendment and/or Replacement

#### **Note:**

*Articles marked with an asterisk (\*) may be subject to change following the coming into force of Bill 15.*

## SECTION I: GENERAL PROVISIONS

### 1. Definitions

- 1.1. **Act Respecting Health and Social Services (R.S.Q., c. S-4.2):** Act \*
- 1.2. **Ministère de la Santé et des Services sociaux :** MSSS
- 1.3. **McGill University Health Centre:** MUHC
- 1.4. **McGill University Health Centre Board of Directors:** MUHC BOD or BOD \*
- 1.5. **McGill University Health Centre President and Executive Director / Présidente-Directrice générale:** MUHC PDG
- 1.6. **McGill University Health Centre User:** a person receiving health care or social services from the MUHC, including the person's legal representative, their family member or recognized caregiver; hereinafter referred to as a "User".
- 1.7. **Camille-Lefebvre Residents' Committee:** A committee formed in accordance with section 209 of the Act. \*
- 1.8. **McGill University Health Centre Users' Committee:** (hereinafter referred to as the "UC".) The MSSS dictates a single Users' Committee for the MUHC which must be formed and operate in accordance with the Act. May also be known as the McGill University Health Centre Patients' Committee for promotional or informational purposes.
- 1.9. **Member of the UC:** a user elected by the users, designated by the members of the Camille- Lefebvre Residents' Committee, or added post-election by discretion of the standing UC.
- 1.10. **Advocacy Subcommittee:** Volunteer group that is supported by, reports to, and acts as an extension of the UC to promote improvements or missions, or to advocate for and meet the needs of a particular group of users.
- 1.11. **Local Service Quality and Complaints Commissioner (LSQCC or CC):** Also referred to as the "Ombudsman".
- 1.12. **Equity, Diversity and Inclusion (EDI):** As defined by the Canadian Centre for Diversity and Inclusion's Glossary of Terms.
  - 1.12.1. **Equity:** Where everyone is treated according to their diverse needs in a way that enables all people to participate, perform, and engage to the same extent.
  - 1.12.2. **Diversity:** Diversity is about the individual. It is about the variety of unique dimensions, qualities, and characteristics we all possess, and the mix that occurs in any group of people. Race, ethnicity, age, gender, sexual orientation, religious beliefs, economic status, physical abilities, life experiences, and other perspectives can make up individual diversity. Diversity is a fact, and inclusion is a choice.
  - 1.12.3. **Inclusion:** Inclusion is creating a culture that embraces, respects, accepts, and values diversity. It is a mindful and equitable effort to meet individual needs so everyone feels valued, respected, and able to contribute to their fullest potential.

Where diversity occurs naturally, creating the mix in the organization, inclusion is the choice that helps the mix work well together.

2. Object

- 2.1. The object of the present by-law is to establish the operating rules of the UC.

**SECTION II: MANDATE, GUIDING PRINCIPLES AND FUNCTIONS**

3. Mandate

- 3.1. The UC must support continuous improvements to the quality of services offered by the MUHC as well as to the living conditions in Residence Camille-Lefebvre, while respecting and defending the dignity, rights, and freedoms of all users.

4. Guiding Principles

- 4.1. In exercising its mandate, the UC and its Advocacy Subcommittees must:
- 4.1.1. Ensure that the interest of the users be central to all actions and decisions;
  - 4.1.2. Promote the continuous improvement of services to users through the implementation of various projects, events, and activities;
  - 4.1.3. Defend users' rights and interests, both collective and individual, in keeping with the principles of Equity, Diversity and Inclusion;
  - 4.1.4. Respect the confidentiality of the information provided by the user;
  - 4.1.5. Accomplish these tasks by liaising with the administration (UC only), the management, and the employees of the MUHC in a spirit of collaboration and partnership, while preserving the autonomy bestowed by the Act;
  - 4.1.6. Ensure accountability of members of the UC or Advocacy Subcommittees regarding all measures taken in their role;
  - 4.1.7. Respect the following MUHC policies and bylaws:
    - i Respect and Civility Policy
    - ii Code of Ethics
    - iii Bylaw Governing the Examination of Complaints
    - iv Security of Informational Assets and Protection of Information
    - v Informational Assets and the Internet, Acceptable Use Of
    - vi Prevention of the Mistreatment of Vulnerable and Older Adults
- 4.2. Any breach of MUHC policies or bylaws is grounds for immediate dismissal, as per section 16 and 22.

5. Functions:

- 5.1. Inform users of their rights and obligations, namely:
- 5.1.1. The right to information

- 5.1.2. The right to services
- 5.1.3. The right to choose a professional or institution
- 5.1.4. The right to receive the care their condition requires
- 5.1.5. The right to consent to or refuse care
- 5.1.6. The right to participate in decisions
- 5.1.7. The right to be accompanied, assisted, and represented
- 5.1.8. The right to accommodation
- 5.1.9. The right to receive services in English
- 5.1.10. The right to access one's file
- 5.1.11. The right to confidentiality of one's file
- 5.1.12. The right to lodge a complaint
- 5.2. Foster the improvement of the quality of services offered to users by the MUHC, and assess their degree of satisfaction; \*
- 5.3. Foster the improvement of the quality of the living conditions of residents of Camille-Lefebvre and assess their degree of satisfaction; \*
- 5.4. Defend the collective rights and interests of users or, upon request, the individual rights and interests of a user before the institution or any competent authority;
- 5.5. Accompany and assist a user, upon request, in any action they undertake, including the filing of a complaint;
- 5.6. Ensure the proper operation of the Camille-Lefebvre Residents' Committee and the allocation of resources necessary to exercise their functions;
- 5.7. Assess the effectiveness of any measure as described above;
- 5.8. Adopt governance and election bylaws.
- 5.9. Submit an Annual Report of its activities to the MUHC BOD and present the report to its users at an Annual General Meeting; \*
- 5.10. Appoint representatives to various MUHC committees;
- 5.11. Recruit additional UC members, if necessary, as per article 13.2. Support Advocacy Subcommittees with recruitment to their committees, upon request.
- 5.12. Provide tools and resources for training of UC and Advocacy Subcommittee members.
- 5.13. Evaluate the performance and achievement of objectives of members of the UC or Advocacy Subcommittees.
- 5.14. Foster the development of new Advocacy Subcommittees to meet the needs of targeted groups within the MUHC community.
- 5.15. Ensure collaboration and open communication between the UC and its Advocacy Subcommittees. This must include updates and information-sharing through written forms (e.g., emails, letters), meetings, and bilateral sharing of minutes.

### **SECTION III: OPERATIONS**

#### **6. General**

- 6.1. With respect to the mandate term, the UC shall be considered an independent entity and have a term of three (3) years, beginning from

election day and ending on the day of the following election three (3) years hence, notwithstanding the length of time any individual member of the UC has served.

- 6.2. Upon formation of a new UC, it should, within 90 days:
  - 6.2.1. Approve the present bylaw and any other applicable bylaws or corresponding policies;
  - 6.2.2. Elect the officers of its Executive Committee, comprised of a Chair, Vice-Chair (or Co-Chairs), Secretary, and Treasurer (or Secretary-Treasurer);
  - 6.2.3. Confirm the Chair as UC representative on the MUHC BOD and Vigilance Committee; \*
  - 6.2.4. Meet with Advocacy Subcommittee members.

## 7. Accounting

- 7.1. The UC receives an annual budget allocation through the MSSS for the exercise of its mandate.
- 7.2. The fiscal year commences April 1 and ends March 31.
- 7.3. The UC must implement good accounting practices and administer its budget autonomously in accordance with the following guidelines:
  - 7.3.1. The budget cannot be used to finance items that are the responsibility of the MUHC and that are included in the institution's operating budget.
  - 7.3.2. The budget cannot be used to finance items or activities that are under the purview of the auxiliary or Foundation.
  - 7.3.3. The UC must allocate a fixed annual sum to the Camille-Lefebvre Residents' Committee, as dictated by the Act.
  - 7.3.4. The UC must create an annual budget and allocate, to the extent that the budget permits, funds for projects proposed by its Advocacy Subcommittees or the Camille-Lefebvre Residents' Committee.
- 7.4. The Treasurer must keep detailed records of receipts and of all disbursements in a system that ensures appropriate financial control, and that provides all information necessary to produce periodic reports as required, as well as the Annual Report to the MUHC BOD and, if requested, to the MSSS. \*
- 7.5. The UC may maintain a separate bank account in its name at a Canadian Chartered Bank and shall exercise independent control over its deposits and withdrawals. The UC will designate by formal resolution which members of the UC have signing authorities for banking activities.
- 7.6. Members of the UC and its Advocacy Subcommittees shall perform their duties as volunteers and are not eligible for financial compensation for their participation in meetings or any other activities related to fulfilment of the UC mandate. However, members of the UC or Advocacy Subcommittees may be compensated for their out-of-pocket travel and other expenses incurred in performing their duties, in accordance with the MSSS Framework.

8. Annual Report

- 8.1. The UC must submit its Annual Report to the MUHC BOD and, upon request, to the MSSS no later than September 30th, in accordance with the Act. \*
- 8.2. The Annual Report must contain a financial statement as well as activity reports from all Advocacy Subcommittees of the UC.

9. Decision Making

9.1. Resolutions

- 9.1.1. Resolutions are required when formal proof of a substantive decision or position is necessary. This might include, but is not limited to:
  - i Adopting or amending bylaws or policies;
  - ii Designating the Executive Committee;
  - iii Approving or denying expenses or funding;
  - iv Hiring or terminating employees;
  - v Designating authorized signatories for specific purposes.
- 9.1.2. Resolutions of the UC must be approved by simple majority (50%+1) of its members during a Committee meeting where quorum has been met.
- 9.1.3. Every member of the UC has a right to vote and voting by proxy is prohibited.
- 9.1.4. A secret ballot may be held at the request of any member of the UC; otherwise, all resolutions are to be passed by open ballot (for example, by show of hands).

9.2. Decisions

- 9.2.1. The efficient and productive functioning of the UC calls for numerous day-to-day decisions that do not require resolutions.
- 9.2.2. It is not always expedient or appropriate to call a meeting of all members of the UC. Where possible and warranted, certain decisions can be made by the majority of the members of the UC through informal consultation using whatever means deemed appropriate (email, group chat, phone calls, etc.)
- 9.2.3. Other decisions may be made by the Executive in between meetings to resolve imminent issues, as long as these align with the philosophy and mandate of the Committee.
- 9.2.4. Some decisions, if substantive, may require subsequent ratification through formal resolution, in which case such resolution should be passed at the subsequent UC meeting.

10. Regular Meetings

- 10.1. The UC shall hold a minimum of ten (10) regular monthly meetings, held in-camera.
- 10.2. The Secretary shall convene each meeting in writing to the members of the UC at least seven (7) days in advance. The notice must include the agenda and indicate the date, hour and place of the meeting.

- 10.3. Quorum is established when the simple majority (50% + 1) of members of the UC are present and is required before any resolutions can be passed.
  - 10.4. The Chair presides over the meeting and rules on all matters regarding procedure, as established by *Roberts' Rules of Order*. However, any ruling on procedures by the Chair may be overruled by a majority vote.
  - 10.5. Substantive decisions of the UC must be adopted by a formal resolution, as per section 9.1
  - 10.6. The Committee may invite guests to their meeting as they deem appropriate. Guests do not have voting privileges.
11. Special Meetings
- 11.1. A special meeting may be called at the request of the Chair or Vice-Chair, or at least two (2) members of the UC, to discuss urgent matters.
  - 11.2. The Secretary shall convene each special meeting in writing to the members of the UC at least forty-eight (48) hours in advance. The notice must include the agenda and indicate the date, hour and place of the meeting.
  - 11.3. Sections 10.3 – 10.6 of the present bylaw apply to Special Meetings as applicable.
12. Annual General Meeting (AGM)
- 12.1. An Annual General Meeting of MUHC users shall be called once a year.
  - 12.2. The Secretary shall convene the AGM by ensuring that the notice is posted in places accessible to users at least ten (10) days in advance. MUHC internal or external communication platforms may be used for this purpose. The notice may also be provided to users by any other means that achieves widespread visibility, including the UC's social media platforms. The notice must include the agenda and indicate the date, hour and place of the meeting.
  - 12.3. The purpose of the meeting is for the UC to present its Annual Report to all users. The meeting also provides an opportunity for members of the UC to answer user questions.
  - 12.4. Voting privileges are granted to all MUHC users, as defined in section 1.6.
  - 12.5. Substantive decisions at the AGM must be adopted through formal resolution, approved by a simple majority of users present. This can be through show of hands.

## **SECTION IV: MEMBERSHIP**

### 13. Composition

- 13.1. In accordance with the Act, the UC will initially be composed of five (5) members elected by the users of the MUHC, and a representative designated by and from the Camille-Lefebvre Residents' Committee, for a total of six (6) members. \*



- 13.2. Additional members may be added subsequently as the UC deems appropriate and necessary (e.g., for purposes of diversification, to contribute particular experiences or skill sets, etc.) by adopting a formal resolution. Given the critical nature of such a decision with respect to the Committee's dynamics and ability to function productively, a unanimous vote should be required.
  - 13.3. As per the Act, no person under curatorship, working for the institution or practising a profession in a centre operated by the institution can be a member of the UC.
  - 13.4. As per section 6.1, individual members of the UC's terms expire on the day that the term of the UC expires, irrespective of the amount of time that they have served on the committee.
14. Election of Members
    - 14.1. The election of members to the UC shall be held in accordance with the provisions of the Election Procedures Bylaw and in conformity with the provisions of the Act and relevant provisions of the present bylaw.
15. Executive Committee ("Executive")
    - 15.1. General
      - 15.1.1. The Executive of the UC is comprised of the Chair, Vice-Chair (or Co-Chairs), Secretary, and Treasurer (or Secretary-Treasurer).
      - 15.1.2. The Executive shall analyze, guide, and provide information to assist its members to understand positions and make decisions related to the UC's functions.
      - 15.1.3. The Executive may exceptionally be called upon to make decisions between scheduled meetings in order to resolve imminent issues, as long as these align with the philosophy and mandate of the Committee.
    - 15.2. Chair
      - 15.2.1. Assumes the role of designated representative to the Board of Directors and the Vigilance Committee of the MUHC, as per section 6.2.3; \*
      - 15.2.2. Presides over meetings and ensures that they proceed properly and respectfully by ruling on points of procedure and regulations, as per *Roberts' Rules of Order*;
      - 15.2.3. Serves as the UC's official representative;
      - 15.2.4. Calls regular, special, and Annual General Meetings;
      - 15.2.5. Signs, as needed, any documents on behalf of the UC, including the Annual Report;
      - 15.2.6. Prepares the Annual Report in collaboration with the Secretary for submission to the BOD of the MUHC and, upon request, to the MSSS; \*
      - 15.2.7. Reports on the UC's activities at the Annual General Meeting and at meetings of the BOD of the MUHC; \*

- 15.3. Vice-Chair / Co-Chair
  - 15.3.1. Collaborates with the Chair to execute all functions, and acts in their place in their absence, with the exception of serving as the designated member on the BOD. \*
- 15.4. Secretary
  - 15.4.1. Convenes all meetings in writing with the assistance of the UC's administrative assistant. All notices must include the agenda and indicate the date, hour, and place of the meeting:
    - i Regular meetings: at least seven (7) days' notice
    - ii Special meetings: at least forty-eight (48) hours' notice
    - iii Annual General Meeting: at least ten (10) days' notice
  - 15.4.2. Keeps the minutes of all meetings, with the assistance of the UC's administrative assistant, and ensures that these are distributed to all members of the UC at least seven days in advance of the subsequent meeting;
  - 15.4.3. Ensures that documents are kept appropriately by the administrative assistant (e.g., register of contact information for all members of the UC and Advocacy Subcommittees, minutes, reports, templates, etc.);
  - 15.4.4. Certifies any document, copy, certificate and/or resolution or meeting extract;
  - 15.4.5. Prepares the Annual Report in collaboration with the Chair, and with the assistance of the UC's administrative assistant.
- 15.5. Treasurer
  - 15.5.1. Determines the annual budget and available funds for the UC based on the MSSS allocation, and any other surpluses or revenues, if relevant;
  - 15.5.2. Approves eligible expenditures and claims for reimbursements and ensures that members of the UC and its Advocacy Subcommittees are familiar with eligibility criteria.
  - 15.5.3. Ensures that a full and accurate recording of all expenditures and any revenues is maintained in the records of the UC;
  - 15.5.4. Arranges to obtain regular General Ledger Period Activity Reports from the MUCH Finance Directorate for the MUHC UC Cost Centre and reconciles these records;
  - 15.5.5. Maintains an up-to-date UC expenditure and budget report and is prepared to report to the members of the UC monthly and/or upon request;
  - 15.5.6. In conjunction with the MUHC Finance directorate, prepares and annual financial statement for approval by the UC, for inclusion in the Annual Report;
  - 15.5.7. Retains, if necessary and upon approval of the Executive, the services of a qualified person to assist in the completion of certain duties.

16. Termination of Membership of a Users' Committee member

A member of the UC may cease to be a member (or have their membership terminated) either immediately, or following a process that demonstrates just cause.

- 16.1. UC Membership will be terminated immediately upon:
  - 16.1.1. Expiration of the UC term, which occurs on the day of the subsequent election; elections to be held every three (3) years; \*
  - 16.1.2. Failure to respect the requirements or restrictions needed to qualify for office;
  - 16.1.3. Any breach of the UC's bylaws, policies, procedures or guiding principles;
  - 16.1.4. Any breach of confidentiality, whether pertaining to user information or to discussions at committee meetings.
  - 16.1.5. Any breach of MUHC policies and bylaws, as listed in article 4.1.7.
- 16.2. UC membership will be terminated following demonstration of just cause. Criteria for just cause:
  - 16.2.1. Absence of two (2) meetings without notice or without valid reason;
  - 16.2.2. Failure to participate appropriately in UC activities including, but not limited: to failure to adequately prepare for meetings, failure to review necessary documents, failure to complete assigned responsibilities and tasks, failure to respond in timely fashion to communications or emails requiring response, etc.;
  - 16.2.3. Repeatedly disrupting and/or exhibiting uncollaborative behavior which impairs the UC's ability to carry out its mandate including, but not limited to: repeatedly interrupting or derailing discussions, obstructing productivity and decision-making efforts, perseverating over points or refusing to acknowledge majority consensus, disrespecting other members, exhibiting undue negativity or hostility, etc.
- 16.3. Process for exercising dismissal for just cause for members of the UC
  - 16.3.1. Dismissal for just cause is conditional upon the UC member receiving a written warning from the UC Chair or Vice-Chair indicating that their behavior constitutes just cause for dismissal in accordance with section 16.2 of the present bylaw.
  - 16.3.2. Upon receiving this written warning, the UC member will be given the opportunity to rectify their behavior/the issue.
  - 16.3.3. If the problematic behavior persists, the UC member will receive a second written warning and a special meeting convened forty-eight (48) hours later, unless there is valid and compelling reason to extend this delay. The purpose of the meeting is to allow the UC member to respond and/or challenge just cause.
  - 16.3.4. At this meeting, following the UC member's response, the UC may resolve to dismiss the member from the Committee.

- 16.3.5. If the UC member fails to attend the discussion meeting it shall be presumed as a waiver of notice with ensuing termination.
- 16.3.6. If a member of the UC has been dismissed, they cannot stand for re-election for a period of five (5) years following the termination of their membership.

17. Filling of Vacancy

- 17.1. If a vacancy causes the number of UC members to drop below that which is required by the Act, a replacement(s) may be selected with unanimous consent from all UC members.

**SECTION V:      ADVOCACY SUBCOMMITTEES**

18. Formation

- 18.1. To aid in the fulfillment of its mandate, the UC will support existing Advocacy Subcommittees and may promote and help to establish new Advocacy Subcommittees.
- 18.2. Advocacy Subcommittees will be populated by volunteers who are interested in representing a specific site, mission, issue, or group of users with particular or unmet needs.
- 18.3. All Advocacy Subcommittees and their members must abide by the same Guiding Principles as the UC, as outlined in Section 4, including adhering to the MUHC policies and bylaws listed in article 4.7.
- 18.4. Each Advocacy Subcommittee can determine its own membership size and composition. However as per the Act, no person working for the institution or practicing a profession in a centre operated by the institution can be a member with voting privileges.
- 18.5. Members may be added to an Advocacy Subcommittee as deemed appropriate and necessary (e.g., for purposes of diversification, to contribute particular experiences or skill sets, etc.) by adopting a formal resolution. Given the critical nature of such a decision with respect to the committee's dynamics and ability to function productively, a unanimous vote should be required.
- 18.6. New members must be approved by the Users' Committee.
- 18.7. To avoid conflicts of interest, a user may only be a member of a single Advocacy Subcommittee at any given time.
- 18.8. Guests may be invited to sit on another Advocacy Subcommittee as non-voting "observers" or "advisors", for some or all of any number of meetings. This invitation requires unanimous consent from current Advocacy Subcommittee members. Guests may be members of other Advocacy Subcommittees, or employees of the MUHC.
- 18.9. Advocacy Subcommittee may choose their own names, however these may not include the words "users" or "patients", to avoid confusion with the single Users' (Patients') Committee of the MUHC, as prescribed by the Act.

19. Functioning

- 19.1. Each Advocacy Subcommittee must support the UC's mandate and must work collaboratively with the Committee. It must inform and defend user rights and must support improvements to the quality of services offered by the MUHC, while respecting and defending the dignity, rights and freedoms of all users.
- 19.2. Only active Advocacy Subcommittee members have voting privileges. Guests (staff, advisors, or other) may be invited to meetings—on an ad hoc or regular basis—however they are not permitted to vote, as per article 18.8.
- 19.3. Each Advocacy Subcommittee must identify its members to the UC.
- 19.4. Minutes of every Advocacy Subcommittee meeting must be provided to the UC for informational and communication purposes.
- 19.5. Each Advocacy Subcommittee may choose to adopt its own governance bylaws, but they are not obliged to do so. If bylaws are adopted, they must align with the UC's bylaws and must be provided to the UC for informational purposes only.
- 19.6. If an Advocacy Subcommittee seeks funding from the UC for a particular project or activity, they can make this request by filling out a Funding Application Form and if necessary, submit a proposal at an upcoming UC meeting. Funds permitting, and if activities conform to those permitted by the Act, no reasonable request will be denied.
- 19.7. Advocacy Subcommittees are required, upon request of the UC, to update the Committee on their activities either via written report, a presentation at a UC meeting, or a smaller meeting with the UC Chair or Vice-Chair.
- 19.8. Each Advocacy Subcommittee is required to provide an annual written report on its activities to the UC.

20. Participation of Advocacy Subcommittee Members at UC Meetings

- 20.1. Any member of an Advocacy Subcommittee may ask the Chair or Vice-Chair to be invited to a relevant portion of the UC's next meeting for the purpose of presenting an idea or project, seeking input from UC members, securing funding if needed, and/or updating the UC on their subcommittee's activities.
- 20.2. Advocacy Subcommittee members who are invited to UC meetings do not have voting privileges.
- 20.3. All reasonable requests for invitations to a UC meeting from Advocacy Subcommittee members must be granted by the UC.

21. Participation of UC Members at Advocacy Subcommittee Meetings

- 21.1. As the UC is responsible for the conduct, activities and mandate of its Advocacy Subcommittees, they can request that a UC member attend meetings of an Advocacy Subcommittee.
- 21.2. The UC member may attend in order to observe subcommittee functioning, provide input on projects or ideas, respond to questions or

- concerns, or obtain a better understanding of subcommittee activities, all in a spirit of open communication and collaboration.
- 21.3. UC members who attend Advocacy Subcommittee meetings do not have voting privileges.
22. Termination of Membership of an Advocacy Subcommittee member
- 22.1. An Advocacy Subcommittee member can be dismissed by their own committee, or by the UC. This can happen either immediately, or after a process that demonstrates just cause.
- 22.2. Termination of membership will be immediate upon:
- 22.2.1. Tendering written resignation to the Advocacy Subcommittee or UC Chair(s);
- 22.2.2. Failure to respect the requirements or restrictions needed to qualify for office;
- 22.2.3. Any breach of the UC's bylaws, policies, procedures, or guiding principles;
- 22.2.4. Any breach of confidentiality, whether pertaining to user information or to discussions at committee meetings.
- 22.2.5. Any breach of the Advocacy Subcommittee's bylaws, if they exist.
- 22.2.6. Any breach of MUHC policies and bylaws, as listed in article 4.1.7.
- 22.3. Advocacy Subcommittee membership will be terminated following demonstration of just cause. Criteria for termination for just cause:
- 22.3.1. Absence of two (2) meetings without notice or without valid reason;
- 22.3.2. Failure to participate appropriately in Advocacy Subcommittee activities including, but not limited to: failure to adequately prepare for meetings, failure to review necessary documents, failure to complete assigned responsibilities and tasks, failure to respond to their committee or to the UC in timely fashion to communications or emails requiring response, etc.;
- 22.3.3. Repeatedly disrupting and/or exhibiting uncollaborative behavior which impairs the Advocacy Subcommittee's ability to carry out its mandate including, but not limited to: repeatedly interrupting or derailing discussions, obstructing productivity and decision-making efforts, perseverating over points or refusing to acknowledge majority consensus, disrespecting other members, exhibiting undue negativity or hostility, etc.
- 22.4. Process for exercising dismissal for just cause
- 22.4.1. Dismissal for just cause is conditional upon the Advocacy Subcommittee member receiving a written warning from their own committee's Chair or Vice-Chair, or the UC's Chair or Vice-Chair indicating that their behavior constitutes just cause for dismissal in accordance with section 22.3 of the present bylaw.
- 22.4.2. Upon receiving this written warning, the Advocacy Subcommittee member will be given the opportunity to rectify their behavior/the issue.

- 22.4.3. If the problematic behavior persists, the Advocacy Subcommittee member will receive a second written warning and a special meeting convened forty-eight (48) hours later, unless there is valid and compelling reason to extend this delay. The purpose of the meeting is to allow the Advocacy Subcommittee member to respond and/or challenge just cause.
- 22.4.4. At this meeting, following the member's response, the Advocacy Subcommittee or the UC may resolve to dismiss the member from the Advocacy Subcommittee.
- 22.4.5. If the Subcommittee Advocacy member fails to attend the discussion meeting it shall be presumed as a waiver of notice with ensuing termination.
- 22.4.6. If the Advocacy Subcommittee member has been dismissed, they cannot serve on the UC or any of its Advocacy Subcommittees for a period of five (5) years following the termination of their membership.

## **SECTION VI: TRANSITIONAL AND FINAL DISPOSITIONS**

### **23. Effective Date**

- 23.1. The present bylaw shall come into force immediately on the date of its adoption by way of formal resolution carried out by members of the UC at a general or special meeting called for that purpose.
- 23.2. Once adopted by the UC, the bylaw must subsequently be presented to, and ratified by, the users present at the next Annual General Meeting by simple majority through show of hands.
- 23.3. The present bylaw shall be submitted to the MUHC BOD for informational purposes only. \*

### **24. Modification, Amendment and/or Replacement**

- 24.1. Any modification, amendment, or replacement to the present bylaw shall come into force immediately on the date of its adoption by way of formal resolution carried out by members of the UC at a general or special meeting called for that purpose.
- 24.2. Once adopted by the UC, the bylaw must subsequently be presented to and ratified by the users present at the next Annual General Meeting by simple majority through show of hands.
- 24.3. Any proposals for modification, amendment or replacement must accompany the notice of the general or special meeting of the UC, as well as the subsequent Annual General Meeting.
- 24.4. The new, modified or amended bylaw shall be submitted to the MUHC BOD for informational purposes only. \*