

X. COMMITTEES, COUNCILS AND APPOINTMENTS

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X. COMMITTEES, COUNCILS AND APPOINTMENTS

A. General

(1) The Board may strike committees in the number and form which it deems necessary and appropriate to assist the Board in the performance of its duties.

(2) Members who chair Board committees must ensure that the committee meets with sufficient regularity to exercise its responsibilities as a committee. [Board Motion #42-12-18]

(3) There shall be three (3) categories of committees: [Board Motion #28-12-19]

(a) Standing Committees may consist of Board members or lay members only, or they may be a combination of Board members and lay members. They shall operate within their specified terms of reference and report back to the Board on a regular and timely basis. The term of appointment of standing committees shall be for a period of three (3) years and any such committee shall be appointed at the first quarterly meeting of the Board in the first year of the term of the Board. [Board Motion #39-03-18, #29-03-21]

(b) Select Committees shall be appointed on an ad hoc basis to perform specific tasks. Upon adoption of its final report to the Board, a Select Committee shall cease to exist.

(c) Independent Standing Committees are appointed in accordance with The By-laws and under the terms of reference herein. They shall consist of members who are not members of the Board, shall operate at arm's-length from the Board and they shall have autonomous authority.

(4) Unless otherwise specified in the By-laws or in the Policy and Procedures Manual, members of Standing and Select Committees shall be appointed by the Board. In the event of a vacancy occurring at any time, the Board shall appoint a replacement member as soon as possible. The Committee shall appoint a Chair from its number. The Board shall also designate a Board member as Liaison to any Standing Committee composed exclusively of members who are not Board members. The role of the Board Liaison is to facilitate the presentation of the work of that Committee to the Board. The Board Liaison shall not be a member of the Committee but may attend any meeting of that Committee as an observer. Any Committee composed of two (2) or more Board members as well as members who are not Board members, and a Board member is not chosen as chair, the Committee shall designate one (1) of the Board members to facilitate the presentation of the work of that Committee to the Board. [Board Motions #21-12-16, #43-12-18, #94-05-19]

(5) Robert's Rules of Order shall govern at all meetings of committees, with the exception of the Registration Committee, the Discipline Committee and the Appeal Committee that hold hearings rather than meetings. Upon being appointed to committees, Head Office will provide all committee members with *Parliamentary Procedures Simplified* and members shall sign an acknowledgement that they have read and will adhere to these procedures. [Board Motion #44-12-18]

(6) The Chair of the Board shall be an ex officio member of all committees, with the exception of the Audit Committee, the Registration Committee, the Discipline Committee and the Appeal Committee.

(7) Committees shall meet as often as may be necessary to perform their mandate. Whenever possible, meetings should be held via the internet or by teleconference in order to minimize expenses.

(8) Committees may appoint sub-committees as they deem necessary and may appoint members other than members of the Committee to any such sub-committee. Upon any sub-committee having adopted its final report to the committee, that sub-committee shall cease to exist.

(9) The Executive Director or designated Staff shall act as the Staff Liaison to all committees. Whenever practical, the Staff Liaison will attend committee meetings to provide assistance and coordinate activities with the respective Head Office functions. [Board Motion #45-12-18]

(10) The Executive Director shall cause a Committee/Council list to be prepared and distributed to members of the Board. The list shall also contain the names of the members of all committees and councils, as well as the names of the Manager Liaison for each committee or council.

(11) The Chair of the Board, the Executive Director and the Manager Liaison for each committee shall be advised of the date, time and place of all committee meetings.

(12) The Chair of the Board, and/or a member of the Board of Directors, the Executive Director, the Manager Liaison for each standing committee and all committee members shall be provided with a copy of the minutes of each committee meeting upon request. [Board Motion #40-03-18]

(13) Except as otherwise provided for in The By-laws and/or the Policy and Procedures Manual, the files of all committee meetings shall be deemed confidential, until such time as the Board has been provided with a full and final report on the committee deliberations in an open session of the Board.

(14) Annually, the chair of each Standing Committee and Standing Council shall prepare and present to the Board, in the prescribed form, an outline of the committee's/council's short-term (twelve months), medium-term (twenty-four months) and long-term (thirty-six months or more) objectives. The outline shall include proposed target dates with regard to the development and implementation of each initiative or program. Programs or initiatives involving revenues and/or expenditures must be presented to the Board for its consideration no later than September of the year prior to the intended implementation date. This will allow the initiative or program to be included and considered as part of the overall budget presentation in December. Committee and Council objectives must at all times be consistent with the overall objectives, strategies and priorities currently approved by the Board.

B. Standing Committees – Terms of Reference [Board Motion #30-09-22, #52-12-20]

(1) Legislation Committee. The Legislation Committee shall consist of seven (7) members, three (3) of whom shall be members of the Board, one (1) of whom shall be the Executive Director, one (1) of whom shall be the chair of the Discipline Committee, one (1) of whom shall be the chair of the Appeal Committee, and one (1) of whom shall be the chair of the Registration Committee.

The Committee shall be responsible for all matters relating to the review and subsequent proposals for amendments to The By-laws, the Policy and Procedures Manual and those general provisions contained in the rulebooks for the various disciplines. Additionally, the Committee shall be responsible for all matters relating to Codes of Ethics. [Board Motions #55-06-17, #48-03-20, #43-09-20]

(2) Strategic Planning Committee. The Strategic Planning Committee shall consist of five (5) members, three (3) of whom shall be members of the Board, one (1) of whom shall be the chair of the Audit Committee, one (1) of whom shall be the Executive Director.

The committee shall be responsible for the ongoing development of long-range strategic planning for the Club, reporting regularly to the Board with respect to its deliberations, findings and recommendations.

(3) Advocacy Committee. [Board Motion #61-09-23, #08-05&06-24] The Advocacy Committee's mandate is to further the CKC's position concerning animal advocacy issues and the role of purebred dogs, dogs, breeders, and dog ownership at the municipal, provincial, and national level, and to advise the Board on all such issues.

The Committee is comprised of one board liaison and ten (10) CKC members representing each province who serve as CKC Legislative Liaisons. Eligibility to serve on the Advocacy Committee will require backgrounds in any of the following areas: legal, government lobbying/politics, marketing/communications, media/PR, animal welfare and experience working with volunteers on advocacy initiatives.

(4) Breeder Relations Committee. [Board Motions #37-03-12, #05-02-19, #78-05-19] The Breeder Relations Committee shall be a committee of five (5), drawn from the general membership of the Club. Eligibility to serve as a member of the Breeder Relations Committee will require:

- The demonstration of a working knowledge and understanding of canine genetic issues
- A successful canine breeding program or past experience with a successful canine breeding program
- Veterinary or genetic background is an asset but not required

The committee shall be responsible for making recommendations to the Board in the development of Policy Guidelines and/or Programs as authorized by the Board of Directors relating to breeders of purebred dogs. This shall include the development of a breeder education program, the development of appropriate standards, rules and regulations for breeding and the development of an associated national breeder certification program.

(5) Genetics and Medical Committee. [Board Motions #37-03-12, #38-03-12, #59-12-12, #23-06-20, #26-12-23] The Genetics and Medical Committee shall be a committee of five (5) members; four (4) CKC members with a medical and or genetics background; and one (1) veterinarian (who may or may not be a CKC member).

The committee shall be responsible for making recommendations to the Board in the development of Policy, Guidelines and/or Programs as authorized by the Board of Directors related to canine genetics. This mandate will include but not be limited to the development of an advanced health registry. The Committee shall also be responsible for recommendations to the Board of Directors in the development of policy, standards and guidelines relating to trends, advances and changes to canine medical procedures as they impact CKC breeders.

(6) Event Officiating Committee. [Board Motion #37-03-12] The Event Officiating Committee shall be a committee of five (5) CKC members. To the extent feasible, two (2) of the members shall be from Conformation, one (1) shall be from Obedience, one (1) shall be from Performance Events, and one (1) shall be from Field Events.

The committee shall be responsible for making recommendations to the Board in the development of Policy Guidelines and/or Programs as authorized by the Board of Directors related to the training and accreditation of judges and event officials for all disciplines or as the Board may direct.

(7) Breed Standards Committee. [Board Motion #47-12-18] The Breed Standards Committee shall be composed of three (3) CKC members who shall not be members of the Board.

The committee shall be responsible for reviewing and making recommendations to the Board regarding any proposed changes to the Breed Standards, including those changes which are proposed by the respective national breed clubs.

(8) Board Orientation and Education Committee. The Board Orientation and Education Committee shall be a committee of three (3) members, two (2) of whom shall be members of the Board and one (1) of whom shall be the Executive Director.

The committee shall be responsible for the development of an orientation and education program for members of the Board of Directors.

(9) Communications Committee. [Board Motions #56-06-15, #02-01-17, #16-09-20, #11-05&06-24, #09-12-24] The Communications Committee shall be a committee of seven (7) members, one (1) of whom shall be members of the Board and six (6) Board appointed members from the general membership of the Club.

The Committee shall be responsible for:

- Providing input on the communications strategic planning process;
- Identifying CKC's communications needs and priorities through appropriate consultations and from time to time, delivering on projects and priorities as specified by the Board, the Committee and staff; and
- Assessing and evaluating the delivery of communications periodically against the needs and/or expectations of the CKC membership.

(10) Rules of Eligibility Committee. The Rules of Eligibility Committee shall be a committee of four (4) members, one (1) of whom shall be a member of the Board and three (3) Board appointed members from the general membership of the Club. [Board Motion #43-03-18]

The Committee shall be responsible for:

- Developing the terms of reference for the ROE project;
- Working with breed clubs/spokespersons to draft ROE;
- Analyzing templates for Board approval;
- Developing necessary communications prior to any referenda;
- Reviewing schedules, budgets and timelines;
- Analyzing policy to ensure compliance with the ROE and Animal Pedigree Act requirements;
- Working with the Legislation Committee to bring work to date to the Board table prior to a Special Referendum.

(11) IT Steering Committee. The IT Steering Committee shall be a committee of five (5) members, one (1) of whom shall be a member of the Board, three (3) of whom shall be Canadian Kennel Club members with a background in IT, IT governance and/or project management and one (1) of whom shall be a member of the Audit Committee. [Board Motion #42-03-20, #19-03-23]

The Committee shall be responsible for advising, reviewing and approving IT strategic plans and overseeing major initiatives. The IT Steering Committee is a foundational practice for IT governance. Areas include:

- IT strategic review
- IT service levels
- IT availability, capacity and continuity management
- Information security
- Change management
- Release and deployment
- Incident management
- Access management and other areas as appropriate.

(12) Canadian National Owner Handled Series Committee (CNOHS). The CNOHS Committee shall be a committee of five (5) Canadian Kennel Club Zone Directors, one from each of the five CNOHS regions: British Columbia, Prairies, Ontario, Quebec, and Maritimes. [Board Motion #44-02&03-26]

The Committee shall be responsible for:

1. Review and select host clubs for National and Regional CNOHS Competitions.
2. Review the program as required and recommend improvements to the Board.
3. Ensure consistency and alignment with CKC Policies and Conformation Rules and Regulations.
4. Work with staff to support administration, communications, and updates.

(13) Future Leaders Committee: [Board Motion #74-06-26]

The Future Leaders Committee (FLC) is intended to strengthen the Canadian Kennel Club's commitment to engaging, supporting, and developing emerging leaders within the CKC community. The committee will provide a structured platform for mentorship, learning, and involvement, with a focus on members who are newer to CKC. The committee shall consist of seven (7), five (5) of whom shall be emerging leaders or newer members of the CKC, one (1) Board Liaison, and the Executive Director of the CKC. The five (5) members of the CKC, two (2) shall have experience in Conformation, and three (3) shall have experience in Performance events.

The Committee shall be responsible for:

- Creating opportunities for emerging leaders to learn about CKC programs, committees and events.
- Strengthen pathways for new member involvement through mentorship.
- Provide feedback and insights to CKC leadership on issues relevant to new and emerging members.
- Support initiatives that foster inclusion, accessibility, and engagement across the CKC community.
- Encourage participation in CKC committees, councils, events, and volunteer roles.
- Promote a culture of collaboration, respect, and continuous learning.

C. Independent Standing Committees – Terms of Reference

(1) Discipline Committee. In accordance with The By-laws, the Discipline Committee shall be appointed by the Board as a whole and shall have such authority and perform such duties as noted therein.

(2) Appeal Committee. In accordance with The By-laws, the Appeal Committee shall be appointed by the Board as a whole and shall have such authority and perform such duties as noted therein.

(3) Audit Committee. [Board Motions #60-09-14, #03-05-19] In accordance with The By-laws, the Audit Committee shall be appointed by the Board as a whole, and the objectives, duties, responsibilities and authority shall be approved by the Board as set out in Club Policy.

(4) Registration Committee. The Registration Committee shall be appointed in accordance with The By-laws and shall have such authority and perform such duties and functions as noted therein.

(5) Replacement Discipline, Registration or Appeal Committee [Board Motion #29-12-19]

The Board shall have the power to appoint replacement members or an entire replacement committee for any of the Discipline, Registration or Appeal Committee when either a member of any such committee has recused him/herself in respect of a case which results in the loss of quorum, or in the Board's opinion such action is necessary to ensure the impartiality and fairness of the process for any case. The term of office for such replacement members or replacement committee shall be for the period that the committee is required to hear a case, render a decision and provide reasons for decision. Where the Board appoints a replacement committee, the committee shall consist of the same number of voting members of the Club members currently appointed to it as is provided for in the By-laws for the committee that is being replaced. The committee shall appoint a chair from its number.

No current member of the standing Discipline, Registration or Appeal Committee, or the Board of Directors, shall be named as a replacement member or to a replacement committee. No former member of the Board of Directors shall be named as a

replacement member or to a replacement committee for a period of two (2) years immediately following the expiration of his/her term of office. [Board Motion #173-09-26]

All provisions of the By-laws governing the Discipline, Registration and Appeal Committees, as applicable, shall apply to a committee to which any replacement member has been appointed or to a replacement committee.

D. Standing Councils – General [Board Motions #17-12-17, #28-12-19, #37-12-20]

(1) The Board may strike councils to represent the interests of those persons, groups or associations involved in the various disciplines which have been approved by the Club and in that capacity shall act as advisory bodies to the Board. The number and designation of such councils shall be that which is deemed necessary and appropriate by the Board and shall be comprised of CKC members.

(2) The Board may, at its sole discretion, consolidate into one (1) council, events of a similar nature, involving the same breeds.

(3) Each council shall consist of a Board member acting as Chair, and a Senior Council Representative for the discipline from each zone with the option of a Junior Council Representative as appointed by the zone Board member. In cases where the discipline is not active within a zone, it will be at the discretion of the Board member from that zone to appoint a Council representative. [Board Motions #51-06-15, #48-12-18]

(4) The chair of the council shall be the Board member elected to the council by the Board. [Board Motion #16-12-17]

(a) The chair of the council does not have voting privileges at the council level.

(5) Robert's Rules of Order shall govern at all meetings of councils. Upon being appointed to councils, Head Office will provide members with *Parliamentary Procedures Simplified* and members shall sign an acknowledgement that they have read and will adhere to these procedures. [Board Motion #49-12-18]

(6) Councils may appoint sub-committees as they deem necessary. Such sub-committees shall be appointed on an ad hoc basis to perform certain designated tasks for the council. Upon the assigned task having been completed and upon the sub-committee having provided the council with a full report, the sub-committee shall automatically cease to exist.

(7) The Chair of the Board shall be deemed as an ex officio member of all councils.

(8) The Executive Director or designated Staff will act as the Staff Liaison to all councils and must attend all council meetings to provide assistance and coordinate council activities with the respective Head Office functions. [Board Motions #23-12-16, #50-12-18]

(9) The Chair of the Board, the Executive Director and the Staff Liaison for each council shall be advised of the date, time and place of all council meetings.

(10) The Chair of the Board, and/or a member of the Board of Directors, the Executive Director, the Staff Liaison for each council and all council members shall be provided with a copy of the minutes of all council meetings upon request.

(11) Except as otherwise provided for in The By-laws and/or the Policy and Procedures Manual, the files of all council meetings shall be deemed confidential, until such time as the Board has been provided with a full and final report on the council deliberations in an open session of the Board.

(12) In general terms, it shall be the responsibility of all councils to provide advice to the Board on matters such as the development of guidelines, rules, regulations and policies relating

to each discipline. At the Board's discretion, certain councils may also play a role to one (1) degree or another, in the area of education and accreditation of judges and event officials.

(13) All recommendations for rule changes shall be presented to the Board for its consideration by the Board member appointed as chair of the respective council. In keeping with Club policy, rule changes for each discipline shall be considered by the Board on a triennial basis. A schedule, determining the three-(3) year cycles for each discipline shall, from time to time, be adopted by the Board.

(14) Rules regarding complaint and administrative procedures are universal to all disciplines. Any changes to these rules must be consistent with the intent of CKC By-laws respecting Discipline and Appeal Procedures as well as current administrative practices. [Board Motion #27-09-13]

(15) All recommendations for council-related policy changes shall be presented to the Board for its consideration by the Board member appointed as chair of the respective council.

(16) The chair of each council shall prepare a written annual report to be included on the agenda of the Board meeting associated with the Annual General Meeting. A package of such reports shall then be presented to those members in attendance at the Annual General Meeting. Such reports must be submitted to the office of the Executive Director no later than January 31st of each year.

E. Standing Councils – Terms of Reference

(1) Conformation Council. The Conformation Council shall be responsible for considering and subsequently making recommendations to the Board regarding all matters relating to conformation dog shows.

(2) Obedience Council. The Obedience Council shall be responsible for considering and subsequently making recommendations to the Board regarding all matters relating to obedience trials.

(3) Retriever Field Trial Council. The Retriever Field Trial Council shall be responsible for considering and subsequently making recommendations to the Board regarding all matters relating to retriever field trials. [Board Motion #46-12-15]

(4) Working Certificate Test Council. The Working Certificate Test Council shall be responsible for considering and subsequently making recommendations to the Board regarding all matters relating to working certificate tests for Retrievers, Irish Water Spaniels, Standard Poodles, Airedale Terriers and Barbets. [Board Motion #21-03-2019]

(5) Tracking Test Council. The Tracking Test Council shall be responsible for considering and subsequently making recommendations to the Board regarding all matters relating to tracking tests.

(6) Beagle and Basset Hound Field Trial Council. The Beagle & Basset Hound Field Trial Council shall be responsible for considering and subsequently making recommendations to the Board regarding all matters relating to Beagle and Basset Hound field trials or any other event related to Beagles and Basset Hounds in the field.

(7) Lure Coursing Field Trial Council. The Lure Coursing Field Trial Council shall be responsible for considering and subsequently making recommendations to the Board regarding all matters relating to lure coursing field trials. [Board Motions #27-03-16, #88-03-19]

(8) Pointing Breeds Field Trial Council. The Pointing Breeds Field Trial Council shall be responsible for considering and subsequently making recommendations to the Board

regarding all matters relating to field trials for pointing breeds, or any other event related to pointing breeds in the field.

(9) Spaniel Council. The Spaniel Council shall be responsible for considering and subsequently making recommendations to the Board regarding all matters relating to field trials and hunt tests for sporting Spaniels, or any other event related to sporting Spaniels in the field. [Board Motion #46-12-15]

(10) Junior Kennel Club Council. The Junior Kennel Club Council shall be responsible for considering and subsequently making recommendations to the Board regarding the Junior Kennel Club program.

Junior Kennel Club Council representatives must complete a child protection and safeguarding program within one (1) month of being appointed to the Council. Child protection and safeguarding training programs completed by Council Representatives within six (6) months prior to be being appointed to the Junior Kennel Council will be accepted with approval from the CKC. [Board Motion #22-05&06-25, #45-12-25, #54-09-26]

(11) Herding Field Trial Council. The Herding Field Trial Council shall be responsible for considering and subsequently making recommendations to the Board regarding all matters related to herding trials.

(12) Draft Dog Test Council. The Draft Dog Test Council shall be responsible for considering and subsequently making recommendations to the Board regarding all matters related to draft dog tests.

(13) Agility Trial Council. The Agility Trial Council shall be responsible for considering and subsequently making recommendations to the Board regarding all matters related to agility trials.

(14) Earthdog Test Council. The Earthdog Test Council shall be responsible for considering and subsequently making recommendations to the Board regarding all matters relating to earthdog tests or any other events specifically related to trials or tests for Dachshunds and Terriers.

(15) Retriever Hunt Test Council. The Retriever Hunt Test Council shall be responsible for considering and subsequently making recommendations to the Board regarding all matters related to hunt tests for Retrievers. [Board Motion #46-12-15]

(16) Scent Detection Council. The Scent Detection Council shall be responsible for considering and subsequently making recommendations to the Board regarding all matters relating to Scent Detection events. (Board Motion #49-06-18]

(17) Sprinter Council. The Sprinter Council shall be responsible for considering and subsequently making recommendations to the Board regarding all matters relating to Sprinter events and the Chase Ability Program. [Board Motions #52-06-18, #88-03-19]

(18) Canine Good Neighbour Council. The Canine Good Neighbour Council shall be responsible for considering and subsequently making recommendations to the Board regarding all matters relating to the Canine Good Neighbour Program. [Board Motion #39-03-20]

F. Council Representatives

(1) A volunteer council representative shall be appointed for each active discipline (i.e., Conformation, Obedience, Retriever Field Trials, etc.) in any given zone. A council representative may be appointed in a zone where there is no activity for that discipline. [Board Motion #56-06-17]

(2) Council Representatives shall be deemed to be ambassadors of The Canadian Kennel Club. It is therefore imperative that they have a broad base of experience in the discipline which they represent; that they be fully conversant with the rules, regulations, guidelines, and policies associated with that discipline and that they conduct themselves, at all times, in a manner which is above reproach.

(3) Council Representatives shall be members in good standing of The Canadian Kennel Club.

(4) Council Representatives and the Examining Committee Chair shall be appointed by Board members from their respective zones. The term of their appointment shall be for three (3) years. Appointees may be replaced at any time, at the will of the Board member in the respective zone. [Board Motion #37-06-11]

(5) In certain zones, the Board member may wish to appoint more than one (1) Representative for one (1) or more of the disciplines. In such cases, the Board member must designate one (1) of the Representatives as being the Senior Representative for the discipline in the zone.

(6) In certain zones, the Board member may wish to appoint a Junior Representative for one or more of the disciplines. A Junior Representative shall have no other responsibility than to attend council meetings but may only cast a vote in the absence of the Senior Representative. [Board Motion #18-12-17]

(7) It shall be the responsibility of Board members to forward the names, addresses, phone numbers, facsimile numbers and membership numbers of all Council Representatives to the office of the Executive Director within thirty (30) days of the Board members having been elected to office. It shall also be the responsibility of Board members to immediately advise the office of the Executive Director of any new or replacement appointees and/or any changes in the information relating to any of the Council Representatives.

(8) Upon confirmation of an appointment of a Council Representative, the Executive Director will cause an identification card to be issued in the name of the Council Representative.

(9) Also upon confirmation that all of the necessary appointments have been made, the Executive Director will cause a Committee/Council List to be prepared and distributed to members of the Board. The list shall also contain the names of the members of all committees and councils, as well as the names of the Managers Liaison for each committee or council.

(10) The general responsibilities of Council Representatives shall be as follows:

(a) Each Council Representative (or in cases where there is more than one (1), the Senior Council Representative) shall sit as a member of the respective council for the particular discipline.

(b) Each Council Representative shall assist the Board member and Head Office by acting as a liaison between clubs and participants associated with the respective disciplines.

(c) When attending events on behalf of a Board member, Council Representatives shall be bound by the same guidelines as that of a Board member.

(d) If, when attending an event, a Council Representative observes or is made aware of a violation of the rules, it shall be his responsibility to report the infraction to the appropriate event official. In such cases, a written report shall subsequently be filed with Head Office within ten (10) days of the event. Head Office shall ensure that the respective Board member is provided with a copy of any such report.

G. Examining Committee

(1) A volunteer Examining Committee chair shall be appointed in each zone to assist the Club in the process of carrying out examinations of dogs and, as required, breeding records, both for registration purposes and for the purpose of reinstatement of disqualified dogs. Such appointees must be members in good standing with The Canadian Kennel Club.

(2) The Examining Committee chair shall be appointed by Board members from the respective zones. The term of appointment shall be for three (3) years. [Board Motion #30-03-21]

(3) Board members shall forward the names of their Examining Committee chair to the office of the Executive Director within thirty (30) days of the Board members having been elected to office. It shall also be the responsibility of Board members to immediately advise the office of the Executive Director if, at any time, the Examining Committee Chair has been replaced by a new appointee, or if the information relating to the appointee changes. Upon confirmation of the appointment, the Executive Director will cause an identification card to be issued in the name of the appointee.

(4) The general responsibilities of the Examining Committee chair and the Examining Committee shall be as follows:

(a) Upon request from Head Office, the Examining Committee chair shall form an ad hoc volunteer Examining Committee which shall consist of the Examining Committee chair (or delegate) plus two (2) additional, impartial members of The Canadian Kennel Club. Examining Committee members cannot be members of any standing committee or council.

(b) The additional committee members shall be well versed in the subject matter which has resulted in the necessity of an examination.

(c) Following instructions which have been issued by the Club, the Examining Committee shall carry out the necessary examination.

(d) Upon completion of the examination and the preparation of its report, the ad hoc Examining Committee shall cease to exist and the Examining Committee chair shall be responsible for filing the report with Head Office for due consideration.

H. Advisory Committees

(1) Board members may appoint, at no expense to the Club, a volunteer Advisory Committee in each of their respective zones.

(2) The purpose of such committees shall be to provide individual Board members with input and advice on any matters which the Board members may choose to consult with them. The decision to appoint such a committee and the extent to which such a committee is used, is entirely up to the judgment of each individual Board member.

(3) Members of an Advisory Committee shall not act in any official capacity on behalf of a Board member.

(4) All Advisory Committee members shall be members in good standing of The Canadian Kennel Club.

(5) The term of such appointments shall be at the will of the Board member.

(6) In accordance with the Guidelines for Board Members under Chapter IX of the Policy and Procedures Manual, at no time shall information of a sensitive and confidential nature be shared with members of an Advisory Committee.

I. Honourary Appointments [Board Motion #23-03-20, #40-06-22]

(1) Patron. There shall only be one (1) Patron of The Canadian Kennel Club, that person being the Governor General of Canada.

Upon each occasion of a new Governor General being appointed, the Executive Director shall automatically correspond with the office of the Governor General on behalf of the Board, seeking permission for the Governor General to be officially designated as the Patron of The Canadian Kennel Club. Upon official approval having been received, the name of the Patron shall then be printed on the masthead of the Official Publication.

(2) Honourary Chair. Each year at the meeting associated with the Annual General Meeting, a member of The Canadian Kennel Club shall be appointed as the Honourary Chair of The Canadian Kennel Club for a period of twelve (12) months or until their successor is appointed.

The members of the Board shall nominate persons of their choice. Such nominations shall be forwarded to Head Office in sufficient time to include them on the agenda. Each nomination shall include a background resume of the nominee, outlining the reasons why the Board member feels that this person should be bestowed with this honour.

The Board shall vote for the nominees by secret ballot. The name of the successful nominee shall be announced by the Chair. [Board Motion #108-03-16]

J. Conflict of Interest

(1) Perception

(a) Perception is reality and all committee and council members should exercise extreme caution not to place themselves in a situation where others will deem them as having an unfair advantage due to their position as a member of the committee or council.

(2) Declaring a Conflict of Interest

(a) It shall be the responsibility of every committee and council member to declare a conflict of interest immediately upon their becoming aware of the fact that any matter being discussed by the committee or council may have a positive or negative effect on them personally, whether that affect is pecuniary or otherwise. Upon declaring the conflict of interest, the committee or council member shall completely remove himself from the forum in which the discussion is taking place and under no circumstances shall he offer any opinion or cast any vote, for or against such matter.

K. Indemnification [Board Motion #23-03-16]

(1) Every member of a committee or council shall be deemed to be an officer of the Club and shall be entitled to indemnification pursuant to the By-laws, Section 9.9.

L. Child Protection and Safeguarding Programs [Board Motion # 55-09-26 & 164-09-26]

The CKC designates Darkness To Light as its official child protection and safeguarding training provider. Training programs from Darkness To Light must receive CKC approval. Volunteers, CKC staff, and event officials who are required to complete child protection and safeguarding training, must successfully complete the approved training program from Darkness To Light**.**

PROCEDURE CM001 – Representation Before a Decision-Making Committee

[Board Motions #07-03-13, #75-06-13]

(1) General

(a) The Registration Committee and certain standing committees possess independent authority under The By-laws and/or policies and procedures of The Canadian Kennel Club to make decisions which may ultimately affect the rights and/or privileges of other parties, regardless as to whether or not those parties are members of The Canadian Kennel Club.

(b) Under the principles of natural justice, any party who is subject to the decisions of such a body has the right to make a representation. Such representation shall include the opportunity for the party to make representation to that body, either in writing, by teleconference, or in person. Included in such representation shall be the natural right to face an accuser.

(2) Notice of Hearing

(a) All requests for making a presentation to the respective committee must be submitted directly to the respective Head Office Division that is noted in the Notice of Hearing.

(b) Prior to making any decision which may affect the rights and/or privileges of any party, the committee shall cause a Notice of Hearing to be sent to the party by Head Office at least thirty (30) days prior to the date fixed for such hearing.

(3) Evidence

(a) All documentary evidence provided to the respective committee by either the applicant or the respondent, shall be provided to the other party by Head Office. Such documentary evidence shall, when reasonably possible, be provided either personally or by means of registered or certified mail, or by means of commercial carrier.

(b) When Head Office provides documentary evidence to the applicant and respondent, they are to be advised that such material is of a confidential nature. It is, therefore, in their best interest to exercise discretion with respect to revealing the content of any documentary evidence to other parties.

(4) Hearings

(a) All individuals who may be giving evidence at the hearing, other than the parties to the matter, shall leave the hearing room until such time as they are called to give their evidence.

(b) The Chair is responsible for maintaining order throughout the hearing ensuring that each party and witness, if any, is heard without interruption or unnecessary theatrics, and that they address themselves to the Chair and not to the other parties. If one of the parties or their representative consistently interrupts the proceedings or otherwise behaves in a disorderly fashion, they forfeit their right to attend throughout the hearing, and can be ordered to leave the room.

(c) The Chair may postpone a scheduled hearing when it is felt that it is in the best interest of one of the parties to do so.

(d) Any request by a party to a matter to postpone a hearing shall reach the Head Office at least five (5) days prior to the date fixed for the hearing.

(e) Any matter before a decision-making committee in which legal proceedings have been filed in which the outcome may have a direct bearing on the committee's decision, will be held in abeyance pending the completion of those proceedings. [Board Motion #20-12-16]

(5) Procedure for Conducting a Hearing

(a) The Chair shall call the hearing to order, identify the members of the Committee, the parties present and their representatives, if any, and then ask the witnesses, other than the parties, to leave the hearing room until called to give their evidence.

(b) If the proceedings are being recorded, the Chair shall inform the parties present and their representatives that this is the case.

(c) A brief summary of the matter will be given by the Chair.

(d) The Applicant may then give evidence in support and may then be questioned by the Respondent or the Respondent's representative and questioned by any member of the Committee. Witnesses appearing on behalf of the Applicant will then be called, one at a time, to give their evidence following which they may be questioned by the Respondent or the Respondent's representative and questioned by any member of the Committee.

(e) This process will be repeated for the giving of evidence by the Respondent and any witnesses appearing on behalf of the Respondent.

(f) The Applicant and Respondent, in that order, will be given the opportunity to sum up their case.

(g) The Chair shall then announce that the Committee will carefully deliberate on the evidence and arguments presented and render a decision in due course, and that all parties to the matter will be informed of that decision by mail.

(6) Confidentiality

(a) Committee members are not to discuss any aspect of a case before them with anyone other than another member of their Committee prior to the hearing being convened.

(b) All deliberations by the committee are to be kept in confidence; such deliberations, and the views expressed or the position taken by any member during such deliberations shall not be communicated to or discussed with any person other than those present at the time.

(c) All decisions rendered by the committee are confidential until the parties to a matter have received official notification of the decision from Head Office.

(d) All committee files are confidential and access to them is to be limited to the Executive Director or his designate, the Club's Legal Counsel, the members of the committee and if an appeal is filed, the members of the Appeal Committee.

(e) Contact information for an applicant or respondent is confidential. If an applicant or respondent requests this information from Head Office, an application must be made to the decision-making committee for an order for disclosure of that information. A compelling reason must be offered as to why disclosure is necessary for the purpose of the process and the opposite party is entitled to receive notice of the application and may argue his or her position. Such an application may be disposed of by teleconference following which the decision-making committee will make a ruling. [Board Motion #54-06-17]

(7) Conflict of Interest

Any member of the decision-making committee who was personally involved, directly or indirectly, in a matter which is before the committee, is to withdraw. This information is to be reflected in the decision letter.

(8) Recording of Proceedings

(a) Normally open sessions of all proceedings will be recorded (no record of the deliberations will be kept or recorded). It is important that the parties present be so advised. No other audio or video recording is to be allowed.

(b) Recordings of proceedings shall be retained for three (3) years from the time the file is closed. [Board Motion #25-06-22]

(c) If requested a copy of the audio record of the hearing will be provided to a party to the matter. The applicant will be charged the cost of reproduction of the audio recording.

(d) If under appeal the Appeal Committee is to be provided with a copy of the audio recording of the Registration Committee hearing.

(9) Committee Decisions [Board Motion #75-06-13]

The Chair will provide Head Office staff with the Committee's decisions, signed by the Chair, before leaving the meeting. Head Office staff is responsible for mailing decision letters in such a manner that there will be proof of receipt by the parties.

(10) Reasons for Decisions [Board Motion #75-06-13]

(a) Where a decision of the Committee is appealed or subject to Judicial Review, the Chair of that Committee shall prepare a detailed synopsis of the hearing, outlining the decision of the Committee for distribution to all parties to the matter and to the Appeal Committee or review body.

(b) Due to the case load and voluntary nature of the Committees, a brief summary will be provided in any case other than those mentioned above.

(11) Publication of Decisions [Board Motion #16-12-14]

Action taken by the Registration Committee in connection with the cancellation of litters and dogs as prescribed in The By-laws, Sections 27.9 and 28.12, is to be published in The Canadian Kennel Club Official Publication and/or posted to The Canadian Kennel Club's website and shall include those cases that are under appeal or judicial review. Publication shall include the registered names and numbers of the litters and dogs subject to cancellation and a brief statement that the cancellation is at the request of the breeder or at the direction of the Registration Committee."