

Appendix B to the RABC By-Laws

General Information And Direction For RABC Committee Chairs

Introduction

The following information is intended as a guide and reference for the assistance of RABC committee Chairs.

References

Chairs should become familiar with the Constitution and By-Laws of the Radio Advisory Board of Canada. Specific reference is made to the following items:

Constitution

- Article II Objective of the Board
- Article VII Establishment of Committees and Appointment of Chairs
- Article VIII Committee Operation

By-Laws

- I (c) Calling Meetings
- III Records of Meetings
- VIII (b) (1) Secretarial Services

Discussion And Interpretation

The objective of the Board is to advise the Government concerning the development and regulation of radio services in Canada. Such advice shall be in the public interest and shall be based on consideration of technical, economic and other related factors.

General

Most of the substantive work of the Radio Advisory Board of Canada is done in the technical committees.

Committee Organization

Committees are created by the Executive in order to advance the work of the Board in an efficient, effective and timely manner.

The Executive shall appoint a Chair for each committee from committee members representing organizations which are Board sponsor members, or from members nominated by Board sponsors.

Each Committee shall elect a Deputy Chair from its members ensuring that the Deputy Chair is from an organization which is a Board sponsor member, or is a committee member nominated by a Board sponsor.

Committee Chairs may create sub-committees to advance the work of the committee in an efficient, effective and timely manner.

Sub-committee Chairs shall be appointed by the Committee Chair from committee members representing organizations which are Board sponsor members, or from committee members nominated by Board sponsors.

The General Manager of the Radio Advisory Board of Canada shall be the Secretary of each committee and of each sub-committee.

Committee Membership

Each sponsor member is entitled to send as many representatives as necessary to each committee and sub-committee in order to ensure that the full range of the sponsor's concerns are heard and considered.

Industry Canada may provide as many *ex officio* members to each committee and sub-committee as Departmental managers feel is necessary to ensure that the Department's views are known.

Committee Chairs may, also, invite subject matter experts from other organizations, which are not Board sponsors, to join committees or sub-committees in order to facilitate the work of a committee or sub-committee on a specific issue. Once an issue is dealt with it is the duty of the committee or sub-committee chair to remind the invited experts that their participation was limited to that one subject area.

Committee Work

Committee work falls into one of two broad categories:

- That which is destined to become Board advice to the government and which will, therefore, require submission to all Board sponsor members for ballot; and
- That which is of a highly specialized, technical nature and can be provided, by the Committee Chair, to the Department without further reference to either the Executive or the sponsor.

Chairs are reminded that even specialized work must go to sponsors for ballot if it effects the area of interest of another committee.

Committee output documents are, normally, approved by consensus. Votes should be very rare in committee and should not occur, at all, in sub-committees because committee membership is usually so limited as to make a vote relatively meaningless. When developing the necessary consensus chairs shall ensure that the views of members representing Board sponsors are given full consideration. Committee Chairs will also ensure that the views of the Department are given adequate weight. While the views of guest technical experts shall be considered they must not be allowed to outweigh those of the sponsors or the Department.

The work of committees shall be conducted in regular meetings. Committees and sub-committees shall meet as often as is necessary to advance their work in an efficient, effective and timely manner, but no less than once per year in formal session. Committee chairs are welcome to use alternative means of doing business – including correspondence and electronic conferencing having due regard for economy and considering the requirement for at least one formal, face-to-face meeting each year.

The Secretary shall keep and publish minutes of all committees, including the Executive Committee, and all sub-committees and shall make these available, on the RABC's Internet website, to all sponsor members, in a timely manner.

In the event that the Secretary cannot attend a committee or sub-committee meeting the appropriate chair shall appoint a recording secretary from amongst the members. The recording secretary will provide minutes to the RABC General Manager for publication on the RABC web site.

Committee output documents will be passed to the Secretary for administrative processing including formatting, distribution – as directed by the Committee Chair – and posting on the web site.

Documents which have been offered to the Government of Canada as advice – balloted or not – are considered to be in the public domain and the RABC General Manager will ensure that they are available to the general public. Draft documents, on the other hand, will be distributed only to RABC committee members and sponsor member representatives. This means that they will be posted on a private, password controlled, part of the RABC web site.

Special Provisions For The Executive Committee

The President of the RABC is the Chair of the Executive Committee. If he cannot attend a meeting then the Past President will act on his behalf. In the event that neither the President nor the past President is available then the Executive Vice President will Chair meetings.

Meeting Locations

The Executive Committee's meetings are open to all sponsor member representatives – as observers. In order to allow sponsor member to participate, the Executive Committee meets in different cities during the year, including cities outside of the Montreal-Ottawa-Toronto triangle. Other committees are encouraged, but not required to follow suit.

When scheduling meetings, committee chairs will take account of the costs to the members and potential costs to the Board.

Duties Of Chairs And The Secretary With Regard To Meetings

The Chair is responsible for selecting a location for each meeting. The Chair shall advise the Secretary of the city/district no less than 30 days prior to the meeting.

The Chair will also finalize the agenda and provide it to the Secretary no later than five working days prior to the meeting but it is preferable to have an agenda more than 21 days prior to the meeting so that those who may have to make travel decisions can do so in a timely manner.

The Secretary will:

- Publish a calendar of events with a forecast of meetings and locations;
- Arrange for a meeting room, with facilities, for the committee or sub-committee;
- Publish a meeting advisory message with as much information as possible at least 10 working days prior to the meeting;
- Publish an agenda, with the meeting location, at least four working days prior to the meeting. To this end, the Secretary will establish a standard agenda for all committees and sub-committees to which chairs may append details.