



## Terms of Reference:

### **GENERAL MEMBERSHIP**

#### **Mandate**

- To contribute to a healthy Ontario through strategic communications in public health.

#### **Chair and Membership**

- The membership will include designated organizational communication staff in public health who occupy non-elected, remunerated positions in an Ontario public health unit, ministry or agency, with responsibility for communications/public relations/information, or who are engaged by such an institution to work in communications/public relations/information.
- Members renew their membership annually at the beginning of the calendar year
- Membership belongs to the payee. If an organization is the payee, membership lies with the organization. If an individual has paid for their membership and no longer works in public health, their membership expires at the end of the year and no refund will be given.
- A member of the Association may transfer their membership to another individual within their organization provided the new prospective member meets the membership criteria and the Executive approves of the transfer.
- Each member is eligible to vote on association-wide decisions.
- Decisions will be made based on majority rules (50 per cent + 1 with quorum). In the case of an equality of votes, the chairperson presiding at the meeting shall have a casting vote. Otherwise, the chairperson is not entitled to vote at a meeting of the membership.

#### **Meetings**

- The members of the Association will meet at least annually at an Annual General Meeting (AGM). At the AGM, the following business will take place: Report from the Executive Committee, financial statement update and election/appointment of the Executive Committee for the following year.
- The members may consider and transact any business, either special or general, at any meeting of the members. The Executive Committee or Co-chairs have the power to call a general meeting of the members.
- Attendance is defined as physical or via teleconference or videoconference.
- The Annual General Meeting will be held at such a place in Ontario, and on such day in each year, as the Executive determines.



- Special meetings of the Association will be called by the Co-chairs at the written request of not fewer than twenty (20) per cent of the eligible voting members of the association, as determined on the day that the request is made to the Co-chairs.
- Each member will receive at least twenty-one (21) days' notice of the time, place and date of a meeting and an agenda. The notice and agenda will be sent by email to the last address of the member shown on the Association's records.
- If the meeting is urgent, members will receive five (5) days' notice by email or telephone.

### **Quorum**

- Quorum is a majority of members (50% +1 of voting members).

### **Reference**

- OACPH professional standards

### **Roles & Responsibilities**

- Members shall adhere to the [OACPH Professional Standards](#).
- Members shall keep their membership accounts in good standing.

### **Reporting**

There are no reporting requirements of general members.

### **Evaluation**

- The OAPCH general membership terms of reference will be reviewed annually.

### **Terms of Reference**

Approved: December 2011

Revised: November 25, 2016