



COLLEGE OF
LICENSED PRACTICAL NURSES
OF ALBERTA

BYLAWS

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Part 1 - General

WHEREAS the College of Licensed Practical Nurses of Alberta is duly incorporated under the Health Professions Act of the Province of Alberta;

AND WHEREAS power is given to the Council of the College of Licensed Practical Nurses of Alberta by the Health Professions Act to make Bylaws as may be necessary;

NOW THEREFORE the Council of the College of Licensed Practical Nurses of Alberta enacts its Bylaws as follows:

Definitions:

1. In these Bylaws:
 - (a) "Bylaws" means Bylaws of the College of Licensed Practical Nurses of Alberta;
 - (b) "Chief Executive Officer" means the person who assumes responsibilities delegated by the Council as its Chief Executive Officer;
 - (c) "CLPNA" means the College of Licensed Practical Nurses of Alberta;
 - (d) "Council" means the governing body of the CLPNA established pursuant to section 5 of the Health Professions Act;
 - (e) "Council Member" means a Regulated Member of the Council elected pursuant to these Bylaws, or a Public Member of Council appointed pursuant to section 13 of the Health Professions Act;
 - (f) "Electoral District" or "District" means the area described within a geographical boundary as attached in Appendix B;
 - (g) "HPA" means the Health Professions Act of the Province of Alberta;
 - (h) "LPN" means Licensed Practical Nurse;
 - (i) "Public Member" means a member appointed to the Council pursuant to section 13 of the HPA;

(j) "Registrar" means the Registrar of the CLPNA appointed pursuant to Section 8 of the HPA;

(k) "Regulation" means the Licensed Practical Nurses Profession Regulation, made pursuant to the HPA;

(l) "Regulated Member" means a person who is registered as a member under section 33(1)(a) of the HPA.

- (2) A reference in these Bylaws to the Council, an officer, person or a committee includes any delegate of the Council, officer, person or committee.

Bylaws

2. A Bylaw or amendment to a Bylaw under S132 (1) of the HPA may be passed at any meeting of the Council by a two-thirds (2/3) majority vote.

Head Office

3. The head office of the CLPNA is located in the City of Edmonton, in the Province of Alberta.

Seal

4. The CLPNA shall have a seal that consists of the words "College of Licensed Practical Nurses of Alberta".
- (2) The Council may authorize the Chief Executive Officer and such other persons as may be authorized by the Council to affix the seal to such documents as required.

Registration Year and Fiscal Year

5. The Registration year and Fiscal year of the CLPNA shall be from January 1 to December 31.
- (2) Registration on the provisional register expires after 365 days unless the requirements of section 6(2) of the Regulation are met.

Committees

6. The Council shall ensure that all Committees and Tribunals required by the HPA operate in accordance with the requirements of the HPA.
- (2) The Council may create whatever additional committees it considers necessary to assist it in fulfilling its governance accountability.

Part 2 - Governance

COUNCIL

Duties and Powers of the Council

7. The governing body of the CLPNA is the Council. The Council shall exercise all the powers and duties granted to a governing council under the HPA including but not limited to:
 - (a) establish and revise policies which govern the activities of the CLPNA;
 - (b) delegate authority and responsibility for implementation of CLPNA policy to the Chief Executive Officer and any other individuals as prescribed by the HPA;
 - (c) establish and revise policies which are incidental to the Regulation;
 - (d) ensure that CLPNA policies are implemented through the monitoring of compliance with policies;
 - (e) set and monitor fiscal policies and be the trustees of the funds and assets. The Council shall not engage in high risk ventures or incur debts that are beyond the reasonable ability of the Council to pay;
 - (f) approve practical nurse education programs;
 - (g) hear appeals from decisions of hearing tribunals and decisions concerning applications for registration and practice permits.

Council Membership

8. Membership of the Council is comprised of:
 - (a) the President, who shall be elected by the Council from among the elected members of the Council and shall not be considered a representative of any Electoral District of the Province;
 - (b) the Vice-President, who is elected from

among the seven (7) remaining elected members as provided in (c) below;

- (c) seven (7) regulated members elected in accordance with section 25 of these Bylaws;
 - (d) the Public Members appointed by the Lieutenant Governor in Council in accordance with the HPA;
 - (e) the Chief Executive Officer as ex-officio member, and any other ex-officio members appointed by the Council.
9. Council Members shall conduct themselves in an ethical and professional manner and adhere to the Code of Conduct for the Council.

TERMS OF OFFICE

Terms

President and Vice-President

10. The term of office of the President is three (3) years commencing September 1 of the year of their election and expires on August 31 of their third year following their election. The President will be eligible to seek re-election one time.
- (2) The Vice-President shall hold office for a two (2) year term commencing September 1 of the year of their election. The term may be renewed once.

District Council Members

11. Except when these bylaws otherwise provide, the term of office of District Council Members shall be three years and will be eligible to seek re-election one (1) time, after the transition plan as outlined in Appendix A is complete.
- (2) A Council Member, who has served two (2) consecutive three (3) year terms of office, is only eligible to seek re-election after a minimum two (2) year absence from the Council.

- (3) A Council Member who moves from one District to another is limited to two (2) consecutive terms of office whether elected or appointed, after the transition plan as outlined in Appendix A is complete.

Council Meetings and Quorum

12. The Council shall meet a minimum of four (4) times per year.
 - (2) In addition to the minimum number of regularly scheduled meetings, the President may also call a special meeting of the Council as required. A special meeting may also be called at the request of three (3) Council Members.
 - (3) A quorum for a meeting of the Council exists when six (6) members eligible to vote are present.
 - (4) Except when the Council otherwise directs, Council meetings are open to regulated and non-regulated members and the public.
 - (5) Notice of a desire to attend shall be made to the Chief Executive Officer. Meetings or parts of meetings may be held in camera when the Council deems appropriate.
 - (6) Council meetings may be held in person, by phone or by any other means of communication technology that allows all persons to hear and be heard.
 - (7) Meetings shall be chaired by the President or in the President's absence, the Vice-President.
 - (8) In the absence of the President and the Vice-President, a Chairperson of the meeting shall be elected from among members present in person at the commencement of the meeting.

Voting on Council Matters

13. Voting on matters by the Council may be conducted:
 - (a) at a meeting of the Council, or
 - (b) with the authorization of the President, by mail, email, a vote conducted during a teleconference, technology or by any other means.
- (2) Unless otherwise provided in these Bylaws, a majority vote of those members of the Council who are entitled to vote and are present at the meeting decides any issue to be decided by the Council.
- (3) An ex-officio member of the Council shall not vote.
- (4) All Council Members, including the President, present at the Council meeting shall each be entitled to one vote.

Change of Residence

14. If a Council Member ceases to be a resident of Alberta during their term of office, that member automatically resigns their position on the Council.
 - (2) If an elected member ceases to be a resident of the District to which they were elected, that member automatically resigns their position on Council.

OFFICERS

Composition

15. The Officers of the Council shall consist of:
 - (a) President;
 - (b) Vice-President, and
 - (c) Chief Executive Officer as an ex-officio member.

Duties and Powers

16. The President provides overall leadership to the Council. It shall be the duty of the President to:
 - (a) ensure the integrity of the Council governance process;
 - (b) preside at all meetings of the Council;
 - (c) call meetings of the Council when necessary or desirable;
 - (d) carry out the functions of the President prescribed by the HPA;
 - (e) perform other duties as the Council may direct from time to time;
 - (f) monitor the financial position of the CLPNA.
- (2) The Vice-President shall:
 - (a) upon the request of the President, and in the absence of the President perform the duties of the President during their absence, illness, or incapacity; and
 - (b) monitor the financial position of the CLPNA.
- (3) The Chief Executive Officer:
 - (a) is responsible for the implementation of policy established by the Council;
 - (b) oversees the administration of the CLPNA; and
 - (c) reports to and takes direction from the Council.
- (4) The Chief Executive Officer may delegate any of the Chief Executive Officer's responsibilities to another staff member in writing.

TERMINATION

Automatic Termination

17. A Council Member, other than a Public Member, automatically ceases to be a member of Council when the member:
 - (a) is suspended or ceases to be a Regulated Member;
 - (b) is found guilty of unprofessional conduct under the HPA;
 - (c) becomes of unsound mind; or
 - (d) is convicted of an offense under the Criminal Code of Canada.

Conduct of Council Members

18. Members of the Council shall adhere to the Code of Conduct for the Council.
- (2) Failure by a Council Member to follow the Council's Code of Conduct may result in sanctions as out in the Code of Conduct including removal from office.

Resignation

19. A Council Member must resign their Council position if she or he:
 - (a) is elected to federal or provincial public office;
 - (b) represents Licensed Practical Nurses in collective bargaining or in proceedings under a collective bargaining agreement; or
 - (c) is a union representative for Licensed Practical Nurses.
- (2) In accordance with the Council's Code of Conduct, the absence of a Council Member from more than two (2) consecutive regular meetings shall be considered a resignation from the Council.

VACANT COUNCIL POSITIONS

20. If a vacancy occurs in the office of the President or Vice-President, the vacancy shall be filled by the Council electing a replacement from among the remaining members of the Council in accordance with the election of Officers process outlined in subsections 22(5), (6) and (7) to these Bylaws, at the next regular Council meeting.
- (2) When a Council Member, who is a Regulated Member, is elected as President, the Council shall appoint a Regulated Member, eligible for nomination under Part 3 to these Bylaws, from that District, to fill the vacancy.
- (3) The elected position for President or Vice-President would commence immediately after the vote and continue to completion of the remaining vacant term. The person may be elected to the Council for one additional consecutive term.
- (4) A Council Member may at any time resign by letter directed to the President.
- (5) In the event of any vacancy for a District Council member position due to a lack of nominations, resignation, death, inability to act, ceasing to be a resident of the District to which they were elected, or a vacancy for any other reason, that position shall be filled by a Council appointee from that District.
- (6) If a person is appointed under paragraph (5) to serve on Council, then this appointment shall be considered to be one term and the person may be elected to Council for only one subsequent consecutive term.

Part 3 - Election of Council

Electoral Districts

21. For the purposes of the election of Council Members under this Bylaw, the province shall be divided into the seven (7) Electoral Districts (Districts), with geographical boundaries as attached in Appendix B.

ELECTION OF OFFICERS

22. The President shall be elected by the Council from among the elected members of the Council.
 - (2) The Vice-President shall be elected by the Council from among the remaining elected members of the Council.
 - (3) Council Members seeking the position of President shall submit a letter of intention to seek nomination to the Chief Executive Officer before the second quarter Council meeting in the calendar year in which the current President's term ends.
 - (4) Council Members seeking the position of Vice-President shall submit a letter of intention to seek nomination to the Chief Executive Officer before the second quarter Council meeting in odd years or if a vacancy occurs.
 - (5) The Chief Executive Officer shall circulate the names of nominees for the position of President or Vice-President to the Council prior to the second quarter Council meeting.
 - (6) Each nominee shall be provided with an opportunity to address the Council, up to a maximum amount of time set by the President, outlining their reasons for seeking election including their vision for governance of the LPN profession in accordance with section 6 of the HPA.
 - (7) The Council will engage in a question period, up to a maximum amount of time set by the President, following each nominee's address to the Council.

- (8) For the election of President and Vice-President, there will be a private election process, meaning, a designated Council Member shall act as scrutineer and one (1) member of CLPNA staff shall count the ballots. Once the results of the election are announced, the ballots shall be destroyed by the Chief Executive Officer on a motion by the Council.

ELECTION OF DISTRICT COUNCIL MEMBERS

Governance and Nominating Committee

23. The Council shall establish a Governance and Nominating Committee.
 - (2) The Council shall appoint two (2) Council Members to the Governance and Nominating Committee.
 - (3) The CEO shall appoint two (2) staff members of the CLPNA to the Governance and Nominating Committee. The CEO may also be one of the two staff members appointed.
 - (3) The duties of the Governance and Nominating Committee include, but are not limited to, seeking Regulated Members for nomination, providing information to the CLPNA membership regarding the role of a Council Member, the nature of the work involved, time commitment, expectations of Council Members.

Eligibility for Nomination

24. All Regulated Members registered on the general register are eligible for nomination.
 - (2) Despite (1) above, a Regulated Member is not eligible for nomination for election if the Regulated Member:
 - (a) is subject to incapacity proceedings;

- (b) within the three years before the election, the Regulated Member's permit was suspended or cancelled pursuant to Part 4 of the HPA;
 - (c) represents Licensed Practical Nurses in collective bargaining or in proceedings under a collective bargaining agreement;
 - (d) is a union representative for Licensed Practical Nurses;
 - (e) is elected to federal or provincial public office; or
 - (f) is a CLPNA employee.
- (3) A Regulated Member must be a resident of the District in which they seek election.

Election Process

25. The Council shall seek at least two (2) Regulated Member nominations in each District for elections that year, one of whom will be elected to take office as the Council Member for that District.
- (2) The elections for Council Members, who are District representatives, shall be held at such time and place as is decided by the Council in each year. To ensure continuity of Council membership, appointments will be staggered.
- (3) The Chief Executive Officer, not later than sixty (60) days before the date set for the election of District Council members, will forward to each Regulated Member of the CLPNA, published information regarding the election of Council Members, including:
- (a) details regarding the requirements for nominations; and
 - (b) that nominations shall be submitted to the Chief Executive Officer on or before a date specified by the Chief Executive Officer.

- (4) The CLPNA will distribute election ballots by email, or by any other means, to each individual member of the Election District within 14 days following the close of nominations.

Election Rules

26. The Council has the power to establish rules regarding the nomination process and the manner of voting.
- (2) Without limiting the powers established in (1):
- (a) all voting shall be done by any means that maintains the security and confidentiality of the voting process including mailed-in or electronic ballots;
 - (b) ballots shall be provided to all Regulated Members in their District by regular mail, electronic mail, or by any other means.
- (3) Each District shall elect one (1) representative to Council from among the Regulated Members practicing and living in that District.
- (4) All Regulated Members in the District shall be eligible to cast a vote, except those on the courtesy register.
- (5) The decision shall be based on a simple majority. In the event of a tie, the Council shall designate a Regulated Member in that District to cast the deciding vote.
- (6) After the ballots have been counted and the result of the voting declared, the Chief Executive Officer shall retain all ballots in a secure manner.
- (7) The Chief Executive Officer shall retain the ballots for a period of sixty (60) days and at the expiration of such time, if no proceedings are in the meantime taken to set aside the elections, shall destroy the ballots.

Scrutineer for District Council Elections

27. The Council shall appoint a scrutineer for District Council elections, to supervise ballot counting. The scrutineer shall be a Regulated Member on the general register, but not nominated for election.
 - (2) Ballot counting shall be carried out by CLPNA employees at the CLPNA office and under scrutineer supervision.
 - (3) The scrutineer will prepare a report for the Council on the election process and results.
 - (4) In the event of a tie for the position of District Council representative, the scrutineer will check all spoiled ballots to ensure intent cannot be determined.
 - (5) The scrutineer shall consider all ballots clearly indicating the intent of the choice as a legal vote.
 - (6) If the scrutineer's recount and recheck as provided in (5) above does not produce a simple majority, a Regulated Member from that District appointed by the Council shall cast the deciding vote.

Notices

28. An accidental oversight, omission, or irregularity in the giving of a notice required by Part 3, may be reviewed by the Council which can make any order or direction it considers appropriate to address the oversight, omission, or irregularity including determining if the election was valid.

Part 4 - Registration and Continuing Competence

APPLICATIONS

Applications for Registration

29. The Registrar shall consider complete applications for registration as a Regulated Member.
- (2) The Registrar may, in their sole discretion, decide to refer any application for registration to the Competence Committee for its determination.

Renewal of Annual Practice Permit

30. The Registrar shall consider complete applications for a practice permit.
- (2) Regulated Members must submit to the Registrar a complete application for a practice permit and the practice permit fee up to and including December 1 of each year for a practice permit which will become effective January 1.
- (3) Complete applications for a practice permit submitted after December 1 and up to and including December 31 must be accompanied by the practice permit fee; the practice permit fee will be increased after December 1.
- (4) A Regulated Member whose complete application for a practice permit and practice permit fee is not received by December 31st, will have their practice permit suspended until they have met all outstanding requirements for permit renewal, and may have their registration cancelled pursuant to section 43 of the HPA.
- (5) The Registrar may, in their sole discretion, refer any application for a practice permit to the Competence Committee for its determination.

Reinstatement of the Practice Permit

31. Complete applications for a practice permit received by the Registrar between January 1 – January 31 from a Regulated Member who did not renew their practice permit by December 31, as provided in article 30 above, and were therefore suspended from practicing due to non-renewal of their practice permit, must submit with their application for a practice permit, a reinstatement application fee, any additional registration levies, and the practice permit fee.

Cancelled Registration

32. A Regulated Member whose registration is cancelled under the HPA may apply to the Registrar for their registration to be reinstated and their practice permit re-issued.
- (2) A complete application received from an applicant whose registration was cancelled is subject to a reinstatement application fee and practice permit fee.
- (3) A Regulated Member whose practice permit is cancelled under the HPA must provide evidence that they have been actively engaged in the practice of practical nursing in accordance with criteria approved by the Council.

Competence Committee

33. In accordance with section 10 of the HPA, the Council establishes a Competence Committee.
- (2) The Competence Committee may undertake any power or duty given to it under the HPA, including but not limited to, making recommendations to the Council on continuing competence requirements, considering an application for registration or a practice permit renewal, placing conditions or restrictions on a practice permit or cancelling a practice permit.

- (3) The Registrar may in their discretion refer any issue the Registrar would normally address to the Competence Committee for its determination.

REVIEWS BY COUNCIL

Council Registration Review Committee

34. In accordance with the HPA, the Council establishes a Council Registration Review Committee.
 - (2) Council shall appoint no less than three (3) Council Members to the Council Registration Review Committee comprised of the President, a Public Member and one other Council Member.
 - (3) Upon the request of an applicant for registration, the Council Registration Review Committee may conduct reviews of:
 - (a) registration decisions;
 - (b) practice permit renewal decisions; and
 - (c) directives with respect to assessing the potential incapacity of a regulated member.

Part 5 - Professional Conduct

TRIBUNALS AND COMMITTEES

Complaint Review Committee

35. In accordance with the HPA, the Hearings Director may establish a Complaint Review Committee from the Complaint Review Committee membership list appointed by the Council.
- (2) Subject to the HPA, the powers and duties of the Complaint Review Committee include:
 - (a) reviewing and ratifying settlements under the HPA's Alternative Complaint Resolution process;
 - (b) conducting reviews of dismissal of complaints; and
 - (c) any other power or duty given to it under the HPA, Regulations, or these Bylaws.

Hearing Tribunal

36. In accordance with the HPA, the Hearings Director may establish a Hearing Tribunal from the Hearings Tribunal membership list appointed by the Council.
- (2) No member of a Hearing Tribunal shall be a member of the Council, the Complaint Review Committee, Registration Review Committee, Competence Committee, Council Appeal Committee, or the Education Standards Advisory Committee.
- (3) The Hearing Tribunal may undertake any power or duty given to it under the HPA or these bylaws, including but not limited to:
 - (a) conduct hearings under Part 4 of the HPA; and
 - (b) undertake any other power or duty given to it under the HPA, the Regulations, or these Bylaws.

APPEALS TO COUNCIL

Council Appeal Committee

37. In accordance with the HPA, the Council establishes a Council Appeal Committee.
 - (2) The Council shall appoint no fewer than three (3) Council Members to the Council Appeal Committee, comprised of the President, a Public Member, and one other Council Member.
 - (3) The Council Appeal Committee hears appeals from decisions of the Hearing Tribunal upon application of a Regulated Member, or the CLPNA.

Publication of Conduct Information

38. The CLPNA shall publish or distribute information with respect to a professional conduct matter of a Regulated Member only as permitted by the HPA, the Regulations or these Bylaws, or as otherwise directed by law, or on the Hearing Tribunal's or the Council's direction after hearing an appeal.
 - (2) The Hearing Tribunal or a panel of the Council hearing an appeal can order information to be published in any manner deemed appropriate.
 - (3) When the alternative complaint resolution process results in a ratified settlement between the parties, the CLPNA may publish information respecting the complaint and the ratified settlement and may reveal the complainant's and/or investigated member's identity, if authorized to do so pursuant to the ratified settlement.

Part 6 - Membership

NON-REGULATED MEMBERS

39. The CLPNA shall maintain a register for non-regulated members.

(2) The following members are eligible for registration on the non-regulated members register:

(a) Associate member: a person who was formerly a Licensed Practical Nurse in Alberta may apply to the Registrar for membership in the CLPNA as an Associate member if:

- i. the person is not in default of any fees, costs, dues, assessment, levies or fines prescribed by the HPA, the Regulation, or these Bylaws; and
- ii. the person met the requirements of the Continuing Competence Program prior to cancelling their practice permit.

(b) Honorary member: Honorary membership is conferred by the unanimous consent of the Council to persons who are not members of the profession and who have made an outstanding contribution to the profession.

(c) Life member: Life membership is conferred by the unanimous consent of the Council to persons previously registered as a Licensed Practical Nurse in Alberta, to recognize their outstanding contribution to the profession.

(d) Student member: A person who is enrolled as a student in a Council-approved practical nurse education program in Alberta.

(3) The non-regulated members register shall include for each person:

- a) name, date of birth, address, email address and telephone number (if provided); and
- b) if a student member, the date of enrollment in a practical nurse education program approved by the Council, and the expected graduation date.

(4) Non-regulated members are entitled to:

- a) attend Council meetings and annual general meetings of the CLPNA; and
- b) receive CLPNA publications and pertinent email communication.

(5) Non-regulated members are not authorized to practice as a Licensed Practical Nurse in Alberta and are not authorized to use titles, abbreviations or words protected under section 12 of the Regulation, such as, but not limited to "Licensed Practical Nurse".

(6) Non-regulated members are not entitled to stand for election or to vote at any Council meetings or other meetings of the CLPNA.

(7) To be and remain eligible for registration on the Associate member or the Student member non-regulated members' register, Associate and Student members may be required to provide evidence of good character. On the request of the Registrar, and with the consent of the applicant or renewing Associate or Student non-regulated member, the applicant may be requested to state whether:

- a) they have been charged with a criminal offence under the Criminal Code (Canada);
- b) they are being investigated under the HPA, by another profession, or are being investigated in another jurisdiction;

- c) their conduct has been found to constitute unprofessional conduct in another profession or in another jurisdiction; or
 - d) they are subject to civil action with respect to the person's practice as an LPN in Alberta or another jurisdiction.
- (8) The Registrar may enter and remove any information she or he considers appropriate in the non-regulated members' register.

MEMBER MEETINGS

Annual Meetings

40. The Annual Meeting of the CLPNA shall be held at such date, time, and place as determined by the Council.
- (2) A quorum at annual meetings of the CLPNA shall consist of fifteen (15) Regulated Members personally or present by other technological means, where they can hear and be heard. If there is no quorum within thirty minutes of the time specified in the notice, the annual meeting shall not proceed and the Council shall be authorized to proceed with the Council business which was to have been done at such meeting and need not call a further annual meeting of the CLPNA during that calendar year.
- (3) At an annual meeting, all Regulated Members shall be eligible to vote.
- (4) Any resolutions passed by the Regulated Members by majority vote at an annual meeting shall be considered at the next meeting of the Council but shall not be binding on the Council. The Council will ensure that Regulated Members receive a report on the deposition of resolutions.

- (5) A decision of the Regulated Members of the CLPNA shall be made as follows:
- (a) at an annual meeting of the CLPNA by a majority of the Regulated Members in attendance and eligible to vote;
 - (b) by voting or polling, regular mail ballot or electronic ballot by a simple majority of those ballots returned.
- (6) Mail and electronic ballots may only be conducted on the authorization of the Council.

Special Member Meetings

41. The Council may call special meetings of regulated or non-regulated members.
- (2) The purpose of a special meeting of the members is to provide an opportunity:
- (a) to discuss extraordinary issues before the CLPNA and receive input from regulated and non-regulated members; and
 - (b) for regulated and non-regulated members to bring extraordinary issues to the Council's attention for further consideration.
- (3) Any resolutions passed by the Regulated Members at a special members' meeting are considered to be advisory only and not binding on the Council.

Fees

42. The Council may establish fees, costs, levies or assessments for the following:
- (a) application fees,
 - (b) jurisprudence examination fees,
 - (c) registration fees,

- (d) registration levy,
 - (e) practical nurse program and practical nurse refresher program approval fees,
 - (f) practical nurse program review fees,
 - (i) advanced practice training program review fees;
 - (ii) practical nurse refresher program review fees
 - (g) practice permit fees,
 - (h) practice permit review fees,
 - (i) reinstatement fees,
 - (j) fees for reviews or appeals of any decisions under the HPA.
- (2) If the Council proposes to increase registration fees set out in article 42 (c) above, it shall give at least six months notice of its intention to do so by notice on the CLPNA website.
- (3) The Council shall give at least 3 months notice of its intention to increase any of the remainder of the fees set out in article 40 by notice on the CLPNA website.
- (4) The Council may establish such other fees, costs, levies and assessments as it deems advisable for anything it considers necessary for services provided by the CLPNA or by another organization to a Regulated Member or to any other person.
- (5) If special circumstances arise requiring additional funding, the Council may impose a special levy on the members.

Part 7 - Website

43. The type of information that may be published on CLPNA's website in addition to the information in section 135.92 (2) of the HPA is as follows:
- (a) general information about CLPNA and its activities;
 - (b) general information about the LPN profession, general information on LPN practice, general information about the regulatory processes under the HPA including applying for registration, applying for practice permits, the professional conduct process including complaints and concerns, continuing competence and other matters covered by the HPA;
 - (c) information about Council approvals of practical nurse education programs and advanced training programs, including Council approval status of these programs, and aggregate information on registration examination results for Alberta graduates and graduates in other Canadian jurisdictions;
 - (d) the following information with respect to associate members:
 - i. Name
 - ii. Registration status
 - iii. Effective and expiry date of the registration
 - iv. Reason for the registration change
 - v. Registration number
 - (e) the following information with respect to student members:
 - i. Name
 - ii. Registration status: unregulated
 - iii. Effective and expiry date of the registration
 - v. Registration number
 - (f) employer verification of the status of a LPN;
 - (g) publications and reports;
 - (h) resources and services offered by CLPNA;
 - (i) learning opportunities;
 - (j) careers at CLPNA;
 - (k) information requests and member requests;
 - (l) a myCLPNA Login portal for members;
 - (m) information on how to contact CLPNA;
 - (n) information on the education foundation for LPNs;
 - (o) hearing tribunal decisions including the name of the investigated member;
 - (p) decisions of the Appeals Committee arising from appeals from a Hearing Tribunal including the name of the investigated member;
 - (q) information referenced in section 119(1) of the Act; and
 - (r) links to CLPNA social media sites.

Part 8 - Education Program Approval

Education Standards Advisory Committee

44. The Council establishes the Education Standards Advisory Committee (ESAC).
- (2) ESAC shall provide recommendations to the Council regarding standards, policies and procedures for approving new or revised practical nurse programs and advanced training programs in Alberta.
- (3) ESAC shall review and provide recommendations to the Council regarding any other issue with respect to approving new or revised practical nurse programs or practical nurse education programs or advanced training programs in Alberta.

Part 9 - Administration

Forms and Documents

45. The Registrar is authorized to prescribe such forms, certificates, permits or other documents that may be required for the purpose of the HPA, the Regulations or these bylaws.

Use of Funds

46. The CLPNA is entitled to make use of all revenues received from membership fees and other sources of income to carry out CLPNA objectives.
 - (2) The CLPNA financial policy shall be determined by the Council.
 - (3) The CLPNA shall publish a copy of its audited financial statement annually.

Auditor

47. The Council shall appoint one or more chartered professional accountants, registered in the Province of Alberta, as the Auditor.
 - (2) No Council Member is eligible to be appointed as the Auditor.
 - (3) The Auditor shall:
 - (a) examine CLPNA accounts, books and securities in accordance with generally accepted accounting principles; and,
 - (b) provide a written report to the Council upon completion of the audit.

Costs and Expenses

48. The CLPNA shall reimburse travel expenses and other such costs and expenses for all Council Members and committee members under the HPA, the Regulation, and these Bylaws in accordance with policies made by the Council.

CODE OF ETHICS AND STANDARDS OF PRACTICE

Process for Developing or Adopting

49. The Council may develop or adopt a Code of Ethics and Standards of Practice or amend them by following a consultation process as outlined in section 133 of the HPA.

Part 10 - Protection of Council Members, Officers and Others

Limitation of Liability

50. Every Council Member and Officer of the CLPNA in exercising their powers and discharging their duties shall act honestly and in good faith with a view to the best interests of the CLPNA and exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
- (2) Subject to the foregoing, no Council Member or Officer shall be liable for the acts, receipts, neglects or defaults of any other Council Member or Officer or employee, or for joining in any receipt or other act for conformity, or for any loss, damage or expense happening to the CLPNA through the insufficiency or deficiency of title to any property acquired for or on behalf of the CLPNA, or for the insufficiency or deficiency of any security in or upon which any of the monies of the CLPNA shall be invested, or for any loss or damage arising from the bankruptcy, insolvency or tortious acts of any person with whom any of the monies, securities or effects of the CLPNA shall be deposited, or for any loss occasioned by an error of judgment or oversight on their part, or for any other loss, damage or misfortune whatever which shall happen in the execution of the duties of their office or in relation thereto.

Indemnity

51. The CLPNA shall indemnify a Council Member or Officer, committee member or staff of the CLPNA, a former Council Member or Officer, and their heirs and legal representatives, against all costs, charges, and expenses, including an amount paid to settle an action or satisfy a judgment, reasonably incurred by her or him in respect of any civil, criminal or administrative action of proceeding to which she or he is made a party by reason of being or having been

a Council Member or Officer, committee member or staff of the CLPNA or such body corporate, if:

- (a) she or he acted honestly and in good faith with a view to the best interests of the CLPNA; and
 - (b) in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty, she or he had reasonable grounds for believing that their conduct was lawful.
- (2) The CLPNA shall also indemnify such person in such other circumstances as the HPA permits or requires. Nothing in this Bylaw limits the right of any person entitled to indemnity to claim indemnity apart from the provisions of this Bylaw.

Delegation

52. Subject to section 19 and 20 of the HPA, the Council may, by motion, delegate any of its powers and duties under the HPA and these Bylaws to one or more persons or committees.
- (2) A person or committee to whom a power or duty is given under the HPA or these Bylaws may in writing delegate the power or duty to one or more persons or committees.

Bylaws in Force

53. These amended Bylaws are enacted by the Council of the CLPNA dated March 18, 2016 and further amended on March 14, 2019 and on **June 12, 2020**.

APPENDIX A

COUNCIL TERMS OF OFFICE – TRANSITION PLAN

Transition Plan - President

This transition plan for the President comes into effect on June 12, 2020.

The Council establishes the following transition plan for the President's terms of office. In accordance with article 10(1) to these Bylaws, the term of office of the President shall be three (3) years. The President will be eligible to seek re-election one (1) additional time.

The President, whose second term expires August 31, 2020, will serve an additional year in their second term from September 1, 2020 to August 31, 2021. The President who is in office as of June 12, 2020 will not be eligible to seek re-election since they will have served two terms.

The terms of office for the Vice-President shall remain as is provided in article 10 (2) of these Bylaws.

Transition Plan – elected Council Members

This transition plan comes into force upon the Council's approval of these Bylaws, being March 16, 2016.

In accordance with section 11 to these Bylaws, the term of office of elected Council Members shall be three (3) years. Council Members will be eligible to seek re-election one (1) additional time, after the transition plan as outlined below, is complete:

1. District 1, whose first term expires August 31, 2016, will be eligible for a second nomination for election; this second nomination for election will be for a three-year term from September 1, 2016 to August 31, 2019.
2. District 2, whose first term expires August 31, 2017, will be eligible for a second nomination for election; this second nomination for election will be for a three-year term from September 1, 2017 to August 31, 2020.
3. District 3, whose second term expires August 31, 2016, will not be eligible for re-nomination. An election will be held for a new District member for the term September 1, 2016 to August 31, 2019. District 3, whose first term expires August 31, 2019, will be eligible for a second nomination for election for a three-year term.
4. District 4, whose second term expires August 31, 2017, will not be eligible for re-nomination. An election will be held for a new District member for the term September 1, 2017 to August 31, 2020. District 4, whose first term expires August 31, 2020, will be eligible for a second nomination for election for a three-year term.
5. District 5, whose second term expires August 31, 2016, will not be eligible for re-nomination. An election will be held for a new District member for the term September 1, 2016 to August 31, 2019. District 5, whose first term expires August 31, 2019, will be eligible for a second nomination for election for a three-year term.

6. District 6, whose first term expires August 31, 2017, will be eligible for nomination for one year from September 1, 2017 to August 31, 2018 for the purposes of this Transition Plan. District 6 will be further eligible for nomination for a three-year term from September 1, 2018 to August 31, 2021.
7. District 7, whose first term expires August 31, 2017, will be eligible for nomination for one year from September 1, 2017 to August 31, 2018 for the purposes of this Transition Plan. District 7 will be further eligible for nomination for a three-year term from September 1, 2018 to August 31, 2021.

Summary of Transition Plan

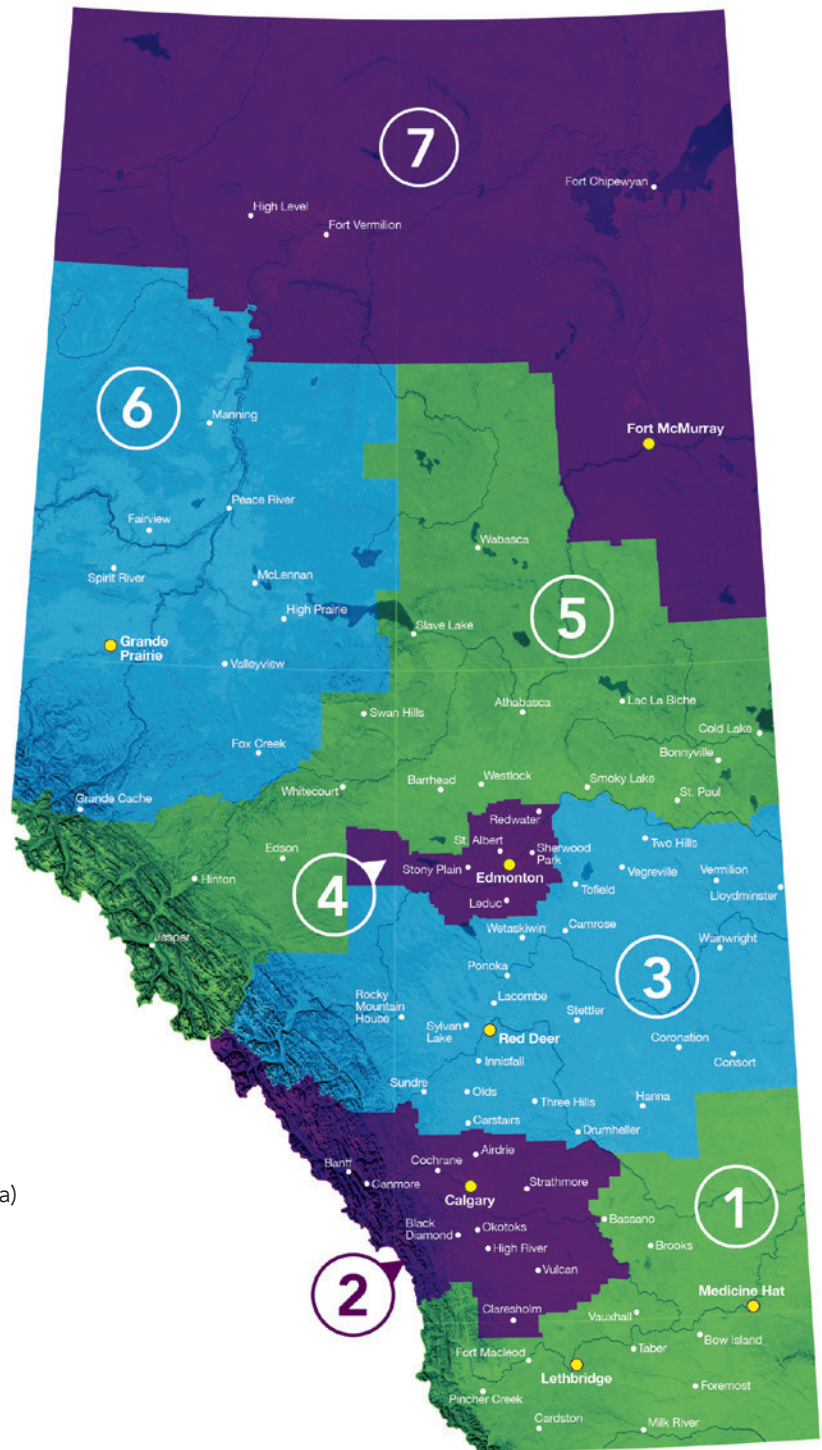
Transition Plan		
District	Term Begins	Cycle
1, 3, 5	1-Sep-16	3 Year
2, 4	1-Sep-17	3 Year
6, 7	1-Sep-17	1 Year
6, 7	1-Sep-18	3 Year

3-Year Cycle		
District	Term Begins	Cycle
1, 3, 5	1-Sep-19	3 Year
2, 4	1-Sep-20	3 Year
6, 7	1-Sep-21	3 Year
1, 3, 5	1-Sep-22	3 Year
2, 4	1-Sep-23	3 Year
6, 7	1-Sep-24	3 Year

APPENDIX B

DISTRICTS FOR THE COLLEGE OF LICENSED PRACTICAL NURSES OF ALBERTA

- District 1 - South**
(Lethbridge, Medicine Hat and area)
- District 2 - Calgary** (and area)
- District 3 - South Central**
(Red Deer and area)
- District 4 - Edmonton** (and area)
- District 5 - North Central**
(Jasper, Slave Lake, Cold Lake and area)
- District 6 - North West**
(Grande Prairie and area)
- District 7 - North**
(Fort McMurray and area)



CITIES AND DISTRICTS CROSS-REFERENCE

Alphabetical list of Alberta's cities and their corresponding Districts.

Town/City	District
Abee	District 7 – North
Acadia Valley	District 1 – South
Acheson	District 4 – Edmonton
Acme	District 3 – South Central
Airdrie	District 2 – Calgary
Alberta Beach	District 3 – South Central
Alcomdale	District 4 – Edmonton
Alhambra	District 3 – South Central
Alix	District 3 – South Central
Amisk	District 3 – South Central
Andrew	District 3 – South Central
Anzac	District 7 – North
Ardmore	District 5 – North Central
Ardrossan	District 4 – Edmonton
Armenia	District 3 – South Central
Athabasca	District 5 – North Central
Athabasca County	District 7 – North
Atmore	District 5 – North Central
Banff	District 2 – Calgary
Barnwell	District 1 – South
Barons	District 1 – South
Barrhead	District 5 – North Central
Bashaw	District 3 – South Central
Bassano	District 1 – South
Bawlf	District 3 – South Central
Beaumont	District 4 – Edmonton
Beaver County	District 5 – North Central
Beaverlodge	District 6 – North West
Beiseker	District 2 – Calgary
Bellevue	District 1 – South
Bellis	District 5 – North Central
Bentley	District 3 – South Central
Berwyn	District 6 – North West
Bittern Lake	District 3 – South Central
Black Diamond	District 2 – Calgary
Blackfalds	District 3 – South Central
Blackfoot	District 3 – South Central
Blackie	District 2 – Calgary

Town/City	District
Blairmore	District 1 – South
Blue Ridge	District 7 – North
Blueberry Mountain	District 6 – North West
Bluesky	District 6 – North West
Bluffton	District 3 – South Central
Bon Accord	District 4 – Edmonton
Bonnyville	District 5 – North Central
Botha	District 3 – South Central
Bow Island	District 1 – South
Bowden	District 3 – South Central
Boyle	District 5 – North Central
Boyne Lake	District 7 – North
Bragg Creek	District 2 – Calgary
Brant	District 3 – South Central
Breton	District 3 – South Central
Brooks	District 1 – South
Brownfield	District 3 – South Central
Brownvale	District 6 – North West
Bruce	District 3 – South Central
Bruderheim	District 3 – South Central
Buffalo	District 1 – South
Burdett	District 1 – South
Busby	District 5 – North Central
Cadogan	District 3 – South Central
Calahoo	District 4 – Edmonton
Calgary	District 2 – Calgary
Calmar	District 4 – Edmonton
Camp Creek	District 5 – North Central
Camrose	District 3 – South Central
Canmore	District 2 – Calgary
Canyon Creek	District 5 – North Central
Carbon	District 3 – South Central
Cardston	District 1 – South
Caroline	District 3 – South Central
Carseland	District 2 – Calgary
Carstairs	District 3 – South Central
Carvel	District 4 – Edmonton
Caslan	District 5 – North Central

Town/City	District
Castor	District 3 – South Central
Cayley	District 2 – Calgary
Cereal	District 1 – South
Champion	District 2 – Calgary
Chauvin	District 3 – South Central
Cherhill	District 5 – North Central
Cherry Grove	District 5 – North Central
Chestermere	District 2 – Calgary
Chipman	District 3 – South Central
Clairmont	District 6 – North West
Clandonald	District 3 – South Central
Claresholm	District 2 – Calgary
Clive	District 3 – South Central
Cluny	District 2 – Calgary
Clyde	District 5 – North Central
Coaldale	District 1 – South
Coalhurst	District 1 – South
Cochrane	District 2 – Calgary
Cold Lake	District 5 – North Central
Coleman	District 1 – South
Colinton	District 5 – North Central
Compeer	District 3 – South Central
Condor	District 3 – South Central
Consort	District 3 – South Central
Coronation	District 3 – South Central
County Grande Prairie #1	District 6 – North West
County of Barrhead	District 7 – North
Coutts	District 1 – South
Cowley	District 1 – South
Craigmyle	District 3 – South Central
Cremona	District 2 – Calgary
Crooked Creek	District 6 – North West
Crossfield	District 2 – Calgary
Cypress County	District 1 – South
Czar	District 3 – South Central
Dapp	District 5 – North Central
Darwell	District 5 – North Central
Daysland	District 3 – South Central
De Winton	District 2 – Calgary
Debolt	District 6 – North West
Delacour	District 2 – Calgary
Delburne	District 3 – South Central

Town/City	District
Delia	District 3 – South Central
Denwood	District 3 – South Central
Derwent	District 3 – South Central
Desert Blume	District 1 – South
Devon	District 4 – Edmonton
Diamond City	District 1 – South
Dickson	District 3 – South Central
Didsbury	District 2 – Calgary
Dixonville	District 6 – North West
Donalda	District 3 – South Central
Donnelly	District 6 – North West
Drayton Valley	District 3 – South Central
Driftpile	District 6 – North West
Drumheller	District 3 – South Central
Duchess	District 1 – South
Duffield	District 4 – Edmonton
Dunmore	District 1 – South
Eaglesham	District 6 – North West
Eckville	District 3 – South Central
Edberg	District 3 – South Central
Edgerton	District 3 – South Central
Edmonton	District 4 – Edmonton
Edson	District 5 – North Central
Elk Point	District 5 – North Central
Elnora	District 3 – South Central
Empress	District 1 – South
Enilda	District 4 – Edmonton
Enoch	District 4 – Edmonton
Entwistle	District 4 – Edmonton
Erskine	District 3 – South Central
Evansburg	District 4 – Edmonton
Exshaw	District 2 – Calgary
Fairview	District 6 – North West
Falher	District 6 – North West
Fallis	District 4 – Edmonton
Ferintosh	District 3 – South Central
Flatbush	District 5 – North Central
Foisy	District 7 – North
Foothills	District 3 – South Central
Foremost	District 1 – South
Forestburg	District 3 – South Central
Fort Assiniboine	District 5 – North Central

Town/City	District
Fort Chipewyan	District 7 – North
Fort Kent	District 5 – North Central
Fort Macleod	District 1 – South
Fort McMurray	District 7 – North
Fort Saskatchewan	District 4 – Edmonton
Fort Vermilion	District 7 – North
Fox Creek	District 6 – North West
Frog Lake	District 5 – North Central
Gadsby	District 3 – South Central
Gainford	District 4 – Edmonton
Galahad	District 3 – South Central
Gibbons	District 4 – Edmonton
Gift Lake	District 6 – North West
Girouxville	District 6 – North West
Glendon	District 5 – North Central
Grande Cache	District 6 – North West
Grande Prairie	District 6 – North West
Grantum	District 1 – South
Grassland	District 5 – North Central
Grassy Lake	District 1 – South
Grimshaw	District 6 – North West
Grovedale	District 6 – North West
Gunn	District 5 – North Central
Guy	District 6 – North West
Gwynne	District 3 – South Central
Halkirk	District 3 – South Central
Hanna	District 3 – South Central
Hardisty	District 3 – South Central
Harvie Heights	District 2 – Calgary
Hay Lakes	District 3 – South Central
Heisler	District 3 – South Central
Heritage Pointe	District 3 – South Central
High Level	District 7 – North
High Prairie	District 6 – North West
High River	District 2 – Calgary
Hillcrest Mines	District 1 – South
Hinton	District 5 – North Central
Holden	District 3 – South Central
Hondo	District 5 – North Central
Huxley	District 3 – South Central
Hylo	District 5 – North Central
Hythe	District 6 – North West

Town/City	District
Innisfail	District 3 – South Central
Innisfree	District 3 – South Central
Irma	District 3 – South Central
Iron Springs	District 1 – South
Irricana	District 2 – Calgary
Irvine	District 1 – South
Island Lake	District 5 – North Central
Islay	District 3 – South Central
James River Bridge	District 4 – Edmonton
Jarvie	District 5 – North Central
Jasper	District 5 – North Central
Jenner	District 2 – Calgary
Joussard	District 7 – North
Kananaskis	District 3 – South Central
Kathyrn	District 2 – Calgary
Kehewin	District 5 – North Central
Kelsey	District 3 – South Central
Keoma	District 2 – Calgary
Killam	District 3 – South Central
Kingman	District 3 – South Central
Kinuso	District 6 – North West
Kitscoty	District 3 – South Central
La Crete	District 7 – North
La Glace	District 6 – North West
Lac Des Arcs	District 3 – South Central
Lac La Biche	District 5 – North Central
Lacombe	District 3 – South Central
Lacombe County	District 3 – South Central
LaCorey	District 7 – North
Lake Louise	District 1 – South
Lake Newell Resort	District 1 – South
Lamont	District 3 – South Central
Lancaster Park	District 4 – Edmonton
Langdon	District 2 – Calgary
Lavoy	District 3 – South Central
Leduc	District 4 – Edmonton
Leduc County	District 4 – Edmonton
Legal	District 4 – Edmonton
Leslieville	District 3 – South Central
Lethbridge	District 1 – South
Lethbridge County	District 1 – South
Linden	District 3 – South Central

Town/City	District
Lloydminster	District 3 – South Central
Lone Pine	District 5 – North Central
Lougheed	District 3 – South Central
Lousana	District 3 – South Central
Lundbreck	District 1 – South
Lyalta	District 2 – Calgary
Madden	District 2 – Calgary
Magrath	District 1 – South
Manning	District 6 – North West
Mannville	District 3 – South Central
Manyberries	District 2 – Calgary
Marwayne	District 3 – South Central
Maskwacis	District 3 – South Central
Mayerthorpe	District 5 – North Central
Mclennan	District 6 – North West
Medicine Hat	District 1 – South
Metiskow	District 3 – South Central
Milk River	District 1 – South
Millarville	District 2 – Calgary
Millet	District 3 – South Central
Minburn	District 4 – Edmonton
Mirror	District 3 – South Central
Monarch	District 1 – South
Morinville	District 4 – Edmonton
Morrin	District 3 – South Central
Mossleigh	District 2 – Calgary
Mountain View	District 1 – South
Mundare	District 3 – South Central
Myrnam	District 3 – South Central
Nampa	District 6 – North West
Nanton	District 2 – Calgary
Neerlandia	District 5 – North Central
Nestow	District 7 – North
Nevis	District 3 – South Central
New Norway	District 3 – South Central
New Sarepta	District 4 – Edmonton
Newbrook	District 5 – North Central
Niton Junction	District 7 – North
Nobleford	District 1 – South
Ohaton	District 3 – South Central
Okotoks	District 2 – Calgary
Olds	District 3 – South Central

Town/City	District
Onoway	District 5 – North Central
Opal	District 5 – North Central
Owlseye	District 5 – North Central
Owlseye	District 7 – North
Oyen	District 1 – South
Paddle Prairie	District 7 – North
Parkland	District 3 – South Central
Parkland County	District 4 – Edmonton
Peace River	District 6 – North West
Peerless Lake	District 5 – North Central
Penhold	District 3 – South Central
Perryvale	District 5 – North Central
Pickardville	District 5 – North Central
Picture Butte	District 1 – South
Pincher Creek	District 1 – South
Plamondon	District 5 – North Central
Ponoka	District 3 – South Central
Ponoka County	District 3 – South Central
Priddis	District 2 – Calgary
Provost	District 3 – South Central
Purple Springs	District 1 – South
Radway	District 5 – North Central
Rainbow Lake	District 7 – North
Rainier	District 1 – South
Ranfurlly	District 3 – South Central
Raymond	District 1 – South
Red Deer	District 3 – South Central
Red Deer County	District 3 – South Central
Red Earth Creek	District 5 – North Central
Redcliff	District 1 – South
Redwater	District 4 – Edmonton
Redwood Meadows	District 2 – Calgary
Rimbey	District 3 – South Central
Rivercourse	District 5 – North Central
Robb	District 5 – North Central
Rocky Mountain House	District 3 – South Central
Rocky Rapids	District 3 – South Central
Rocky View	District 3 – South Central
Rocky View County	District 3 – South Central
Rockyford	District 2 – Calgary
Rockyview County	District 2 – Calgary
Rolling Hills	District 1 – South

Town/City	District
Rosalind	District 3 – South Central
Rosedale Station	District 1 – South
Rosemary	District 1 – South
Round Hill	District 3 – South Central
Rumsey	District 3 – South Central
Rycroft	District 6 – North West
Ryley	District 3 – South Central
Saddle Lake	District 5 – North Central
Sangudo	District 5 – North Central
Seba Beach	District 4 – Edmonton
Sedalia	District 1 – South
Sedgewick	District 3 – South Central
Seven Persons	District 1 – South
Sexsmith	District 6 – North West
Shaughnessy	District 1 – South
Sherwood Park	District 4 – Edmonton
Sibbald	District 1 – South
Siksika	District 2 – Calgary
Slave Lake	District 5 – North Central
Smoky Lake	District 5 – North Central
Spedden	District 5 – North Central
Spirit River	District 6 – North West
Spring Coulee	District 1 – South
Spring Lake	District 4 – Edmonton
Springbrook	District 3 – South Central
Spruce Grove	District 4 – Edmonton
Spruce View	District 3 – South Central
Sputinow	District 5 – North Central
St. Albert	District 4 – Edmonton
St. Brides	District 5 – North Central
St. Isidore	District 6 – North West
St. Lina	District 5 – North Central
St. Michael	District 3 – South Central
St. Paul	District 5 – North Central
Stand Off	District 1 – South
Standard	District 2 – Calgary
Star	District 3 – South Central
Stauffer	District 3 – South Central
Stavelly	District 2 – Calgary
Stettler	District 3 – South Central
Stirling	District 1 – South
Stony Plain	District 4 – Edmonton

Town/City	District
Strathcona County	District 4 – Edmonton
Strathmore	District 2 – Calgary
Strome	District 3 – South Central
Sturgeon County	District 4 – Edmonton
Sundre	District 3 – South Central
Sunnybrook	District 4 – Edmonton
Sunset House	District 6 – North West
Swan Hills	District 5 – North Central
Sylvan Lake	District 3 – South Central
Taber	District 1 – South
Tangent	District 6 – North West
Tawatinaw	District 5 – North Central
Tees	District 3 – South Central
Thorhild	District 5 – North Central
Thorsby	District 4 – Edmonton
Three Hills	District 3 – South Central
Tiger Lily	District 7 – North
Tilley	District 1 – South
Tofield	District 3 – South Central
Tomahawk	District 4 – Edmonton
Torrington	District 3 – South Central
Trochu	District 3 – South Central
Tulliby Lake	District 3 – South Central
Turin	District 1 – South
Turner Valley	District 2 – Calgary
Two Hills	District 3 – South Central
Valhalla Centre	District 6 – North West
Valleyview	District 6 – North West
Vauxhall	District 1 – South
Vegreville	District 3 – South Central
Vermilion	District 3 – South Central
Veteran	District 3 – South Central
Viking	District 3 – South Central
Vilna	District 5 – North Central
Vimy	District 5 – North Central
Vulcan	District 2 – Calgary
Wabamun	District 4 – Edmonton
Wabasca	District 5 – North Central
Wainwright	District 3 – South Central
Wandering River	District 5 – North Central
Warburg	District 4 – Edmonton
Wardlaw	District 1 – South

Town/City	District
Waskatenau	District 5 – North Central
Water Valley	District 3 – South Central
Wembley	District 6 – North West
Westerose	District 3 – South Central
Westlock	District 5 – North Central
Westlock County	District 5 – North Central
Wetaskiwin	District 3 – South Central
Whispering Hills	District 7 - North
Whitecourt	District 5 – North Central
Willingdon	District 3 – South Central
Wimborne	District 3 – South Central
Winfield	District 3 – South Central
Woking	District 6 – North West
Wostok	District 3 – South Central
Yellowhead County	District 4 – Edmonton

APPENDIX C

Updates

The CLPNA Bylaws are revised by the Council and updated from time to time. Bylaws are published on the CLPNA website in accordance with the *Health Professions Act*.

The tables below records the changes made to the Bylaws on March 14, 2019 and June 12, 2020.

Revisions made on March 14, 2019		Page Number
Table of Contents	Added a new Part for Website information; updated page numbers.	All throughout
Part 1 – General	Added a definition for the abbreviation “LPN”.	5
Part 2 – Governance	Deleted article 7(h).	7
Part 4 – Registration and Continuing Competence	Repealed and replaced article 30; added separate articles for renewal and reinstatement of a practice permit and cancellation of registration.	14
Part 6 – Membership	Repealed and replaced. Student member category added. Good character requirements added. Fees: Added a registration levy. Fees: Added a notice of intention to increase registration fees and other fees.	16-19
Part 7 – Website	Added information that may be published on the CLPNA’s website.	20

Revisions made on June 12, 2020		Page Number
Table of Contents	Added new headings and updated page numbers.	All throughout
Part 1 – General	Repealed article 1 (2) and replaced the words “she or he” with “their”.	5 and throughout
	Article 5(2): deleted the word “temporary” and replaced with the word “provisional”.	6
Part 2 – Governance	Article 10: changed the President’s term from two years to three years.	7
	Article 13: added that voting can take place using “technology or any other means”.	8
	Article 17: clarifications to the Automatic Termination provisions.	9
	Article 18: impeachment provisions deleted and replaced with a requirement that Council members adhere to the Council’s Code of Conduct.	9
Part 3 – Election of Council	Article 22(3): Council Members seeking the President position shall submit a letter of intention before the second quarter Council meeting in the calendar year in which the President’s term ends. Changed from “in even years”.	11
	Article 23: name of committee changed from Nominating Committee to Governance and Nominating Committee.	11
	Article 23(3): clarifies that the CEO may sit on this committee.	11
	Article 24: deleted reference to “specialized practice register”.	11

Revisions made on June 12, 2020		Page Number
Part 4 – Registration and Continuing Competence	Article 34(2): added the composition of the Council Registration Review Committee.	15
Part 5 – Professional Conduct	Article 35: added clarification that the Hearings Director may establish a Complaint Review Committee from the Complaint Review Committee membership list appointed by the Council.	16
	Article 36: added clarification that the Hearings Director may establish a Hearing Tribunal from the Hearings Tribunal membership list appointed by the Council.	16
Part 6 – Membership	Article 39: clarifications and reorganization throughout this section including that good character provisions may only apply to Associate Members and Student Members.	17
	Article 40: wording revised to better reflect that AGMs may be held by virtual means.	18
	Article 42: added Council may establish fees for practical nurse refresher programs, advance practice training program and program review fees for each.	18-19
Part 7 – Website	Article 43(c): added that information may be posted on the website about Council approvals of practical nurse education programs and advanced training programs, Council approval status, and aggregate information on registration examination results.	20
	Article 43(d): provides the information publically available regarding associate members.	20
	Article 43(e): provides the information publically available regarding student members.	20
Part 8 – Education Program Approval	Article 44(2),(3): clarifies that ESAC provides recommendations to Council regarding standards, policies, procedures and any other issue respecting approving practical nurse programs.	21
Appendix A	Provides a transition plan for the President's term increasing from two years to three years.	24



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