



# Council Committees, Formation, Responsibilities and Limitations

Governance Processes  
Policy Number: GP-3

Date of Approval	Responsible Authority	Last Revised
July 16, 2014	CMLTM Council	February 25, 2026

## Policy

1. The Council will establish the Standing Council Committees in accordance with the by-laws. The Council may also establish additional Standing and Ad Hoc Committees to assist the Council in fulfilling its governance role and working with the Registrar/CEO in meeting the CMLTM’s mandate.
2. Standing Committees noted in bylaws shall conduct business as per the parameters of the by-laws. Ad Hoc and additional Standing Committees shall have terms of reference that outline, at minimum, the Committee purpose, term of Committee, a list of specific goals, the authority of the committee, reporting responsibilities, accountability process, term of Committee and appointments of members and chairs. Terms of Reference will be developed by the Committee and approved by the Council.
3. Council Committees do not speak for the Council except when delegated the authority of the Council to do so.
4. Council Committees cannot exercise authority over staff.
5. All communication to Committee Chairs be directed to the Registrar/CEO and then passed on to the Chairs and cc’d to the Council Chair.
6. Committee Chairs or alternates are expected to attend all Council meetings as ex-officio members and to have full advisory participation and speaking rights at Council meetings that they attend save for making motions or voting.
7. Committee Chairs ensure complete and accurate minutes are taken of all committee meetings and submitted to the Registrar/CEO. Committee minutes to be submitted to the Registrar/CEO within one week after and to be distributed to and reviewed by the Council.
8. Committee Chair submit a report at each Council meeting to include:
  - a. Actions taken,



**COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS  
OF MANITOBA**

245 Lilac Street  
Winnipeg, MB R3M 2S2  
www.cmltm.ca

Phone: 204-231-0311  
Fax: 204-489-7300  
Toll Free: 877-331-0311  
E-mail: [cmltm@cmltm.ca](mailto:cmltm@cmltm.ca)

- b. What is needed from Council,
  - c. Concerns of the Committee.
9. The Committee Chair is responsible for calling meetings and setting the agenda.
10. Minute taking is assigned by the committee at the time of the meeting.

## Revision History

- July 16, 2014
- May 16, 2012
- September 14, 2016
- September 20, 2019
- October 22, 2022
- February 25, 2026