



# Atlantic Planners Institute Institut des Urbanistes de l'Atlantique

## PROFESSIONAL PRACTICE REVIEW COMMITTEE TERMS OF REFERENCE

(Approved by Council on March 23, 2007)

### 1.0 STATUS

1.1 The Professional Practice Review Committee is a standing committee of the Council.

### 2.0 MEMBERSHIP

2.1 The Committee shall consist of four Full Members of API and CIP in good standing, one of whom shall be from each Branch. One member shall be designated by the Council as the Chair and one member shall be designated as the Vice Chair.

### 3.0 TERM OF OFFICE

3.1 The members and officers shall hold office at the pleasure of the Council for a two year term and until their successors are named or a resignation is received.

### 4.0 MEETINGS

4.0 The Committee shall meet at the call of the Chair or when so directed by the Council.

### 5.0 QUORUM

5.1 A quorum shall consist of the majority of the Members holding office at the time of the meeting.

### 6.0 DUTIES

6.1 The duties of the Committee are:

- a) In accordance with Section 21 of the API Bylaw, to undertake preliminary investigations of complaints and report its findings to the Council.
- b) to prepare a confidential annual report of its activities to the Council.
- c) to make recommendations to the Council on matters within its jurisdiction
- d) to ensure that its activities are undertaken in strict confidence and to not divulge its discussions or findings to any person who is not a member of the Committee, the President or the Executive Director.