

# RPPC –Fellow Subcommittee Terms of Reference

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## **Mandate:**

The Fellow Subcommittee manages the process of selecting recipients recommended for the Fellow designation.

Fellow recognition is conferred upon certified members who have demonstrated significant achievement or have made significant contributions to the field of engineering technology.

## **Reporting Structure:**

The Fellow Subcommittee is a mandatory Subcommittee of RPPC.

## **Responsibilities:**

- The Fellow Subcommittee, through the RPPC, will recommend Fellow nominees to OACETT Board of Directors.
- The Fellow Subcommittee will make decisions guided by the Fellow Subcommittee Policy and related criteria documents (*Fellow Policy; Fellow Decision Document*).
- To avoid possible conflicts of interest, sitting Fellow Subcommittee members may neither nominate nor endorse a nomination for Fellow.
- The Fellow Subcommittee will ensure that an agreed written record of each of their meetings is forwarded to the RPPC through the Chair.
- At least once every five years, the RPPC should include any suggested amendments to these Terms of Reference based on the Subcommittee's review.
- A member of the Fellow Subcommittee who has a vested interest in any matter concerning a resolution before the Fellow Subcommittee will disclose to the Subcommittee the nature and extent of that interest and exclude themselves from discussions and decisions relating to that interest. This should be included in the minutes.

## **Composition:**

The Fellow Subcommittee is composed of at least seven individuals, as follows:

- one (1) RPPC Member, who acts as chair of the Fellow Subcommittee
- five or more (5 +) OACETT Members
- past Fellow recipient
- Registrar and Deputy Registrar (non-voting)

The committee chair may also decide to have a non-member as part of the committee

The Director RPPC | Registrar will provide staff for the Subcommittee.

### **Voting:**

Decisions of the Subcommittee with respect to forwarding names for fellowship to the RPPC will be reached by consensus.

The final decision regarding members to receive this recognition will be determined by formal resolution at OACETT Board of Directors, and will be determined by a minimum 90% support of votes cast by a quorum of the board.

Other subcommittee decisions where a vote is required, a quorum will be defined as 50 percent plus one of the Subcommittee members. A majority will pass a motion.

The Chair will only vote when votes are evenly divided but does participate in the scoring of the candidates.

Members cannot abstain from voting.

### **Meeting Frequency:**

This Subcommittee meets in January to review Fellow submissions and recommend individuals for Fellowship to the RPPC. An additional meeting in the spring may be required to discuss changes to the Fellow process based on the January meeting.

### **Expenses:**

Members of the Subcommittee receive no honorarium for the services they provide.

Reasonable expenses will be reimbursed in accordance with the expense policy of the Association upon submission of an OACETT expense form.