



**Terms of Reference  
Policy and Procedures (P&P) Committee**

**BRIEF DESCRIPTION**

The Policies and Procedures Committee supports the work of the CEAB by ensuring the accreditation system's effective and efficient operation.

**PURPOSE/PRODUCTS:**

The Policies and Procedures Committee (the P&P Committee) is a standing committee of the Canadian Engineering Accreditation Board (CEAB) tasked with reviewing of the criteria, policies, procedures, and documentation used for evaluating undergraduate engineering degree programs for accreditation and substantial equivalency purposes. The P&P Committee makes recommendations to the CEAB for consideration.

In support of this purpose, the P&P Committee will:

- 1- Develop proposals for changes to accreditation criteria and/or interpretive statements for consideration by the CEAB.
- 2- Develop proposals for changes to accreditation/substantial equivalency policies, procedures, and documentation for consideration by the CEAB.
- 3- Maintain liaison with Engineering Deans Canada through the Deans' Liaison Committee.
- 4- Undertake tasks, as requested by the Executive Committee, and approved by the Accreditation Board through their annual work plan.
- 5- Provide regular reports to the CEAB on their workplan.

**AUTHORITY/RESPONSIBILITIES:**

The P&P Committee has the status and authority of a standing committee of the CEAB. As such, it is responsible to the CEAB and has the following authority/responsibilities.

- 1- Responsibility for functions delegated to it by the CEAB and by the Executive Committee.  
Functions may include the development of policy options and proposals for criteria changes for consideration by the CEAB.
- 2- Establishing working groups with appropriate terms of reference to assist in carrying out its work.
- 3- Holding regular meetings with the Deans' Liaison Committee (DLC) to facilitate communications and collaborations between Engineering Deans Canada and the CEAB.
- 4- Reporting the results of its delegated functions to the CEAB through the P&P Committee Chair or designate(s).

## COMPOSITION:

The P&P Committee is composed of eight voting members, including the Committee Chair.

- 1- The CEAB Vice Chair will assume the overall direction of the P&P Committee and coordinate its work. The CEAB Chair and Past-Chair are members of the P&P Committee.
- 2- The three CEAB members (not including the CEAB Chair, Vice Chair, or Past-Chair) shall serve as Liaison Officers. Liaison Officers are likely to be called on to lead or participate in working groups or projects on an *ad hoc* basis, in support of the P&P Committees' workplan. Each Liaison Officer ensures the projects for which they are responsible are completed in a timely manner, and for reporting on the activities' progress to the P&P Committee.
- 3- The CEAB Vice Chair Elect shall be invited to attend meetings of the Committee as an observer unless they are currently a member of the P&P Committee in which case, they retain their voting role.
- 4- Both Engineers Canada Director appointees to the CEAB shall be invited to attend the meetings of the Committee as voting members.
- 5- Two CEO Group regulator appointees shall be invited to attend meetings of the Committee as observers.
- 6- When electing members to the P&P Committee, every reasonable effort shall be made to achieve a diverse membership, representative of the Canadian population. In addition, the following experience, skills, or competencies will be considered for membership:
  - a. Having completed at least two years of membership on the CEAB
  - b. Having chaired CEAB accreditation visit(s)
  - c. Academic and industry experiences
  - d. Gender
  - e. Language abilities in French and English

The membership of the P&P Committee strives to have representation of all qualities described in criteria 6c through 6e.

## TERM LIMITS:

1. The terms of the CEAB Chair, Vice Chair, or Past-Chair on the P&P Committee will be limited to their terms as CEAB Executive Committee members.
2. The usual term of appointment for the Liaison Officers shall be for a period of two years. Membership will be staggered to ensure that all three liaison officers do not conclude their terms simultaneously. The term of a Liaison Officer's membership on the P&P Committee may be extended as necessary. Such extensions will be established on a case-by-case basis considering other CEAB workloads and the wishes of the P&P Committee members. The extensions shall be confirmed by the Executive Committee.
3. The terms of the Engineers Canada Director appointees to the CEAB on the P&P Committee will be limited to their terms on the CEAB.
4. P&P Committee members shall only serve one term as an elected Liaison Officer.

## PLANNING:

The P&P Committee will:

- 1- Normally meet four times per year but may hold additional meetings at the call of the Chair.
- 2- Normally meet two times per year with the Deans' Liaison Committee.

- 3- Be responsible for the preparation of a work plan and operate within that plan. The workplan must be submitted annually to the CEAB for approval and discussed by the P&P chair at each CEAB meeting.

#### PROCESS TO ELECT MEMBERS:

The CEAB Executive Committee shall invite all members of the CEAB to declare their interest in serving on the P&P Committee. Information on portfolio(s) that require a Liaison Officer and the criteria matrix in use for the election will be provided. Any diversity categories identified in 6c through 6e under the Composition section of these Terms of Reference not represented by current P&P Committee membership will be provided.

- 1- Engineers Canada and the CEAB recognize the need for equitable representation concerning gender, professional experience, and language skills. Each of these categories should be represented on the P&P Committee, noting that an individual can represent more than one (for example, a Francophone woman from outside academia would represent each of the criteria categories).
- 2- In advance of the election, the CEAB Executive Committee shall provide to CEAB voting members a summary of each candidate's profile in relation to 6a through 6e under the Composition section of these Terms of Reference, and a maximum two-page resumé for each candidate.

#### 3- Election Process

Elections to the P&P Committee membership shall be determined by ranked secret ballot by the voting members of the CEAB as necessary to fill vacancies. The Past Chair of the Accreditation Board (or another neutral party agreed to by the Executive Committee) will oversee the voting process. Voting may take place using in-person or electronic ballots.

1. Each member attending the meeting at the time of the vote may cast one ballot. Proxy votes are not permitted.
2. Members will each submit one ballot ranking every candidate nominated in the manner instructed by the scrutineers. Ballots will be considered spoiled and discarded if they do not rank every candidate, do not rank candidates in sequential order, or duplicate rankings. Any ballots cast after the election has closed will not be counted.
3. The Secretary of the CEAB and the CEQB observer at the meeting (or another neutral party agreed to by the Executive Committee) shall act as scrutineers for the election.
4. The Chair of CEAB shall submit a second ranked ballot and place that ballot in a sealed envelope; this ballot shall only be examined and considered if required, as specified below.
5. The scrutineers shall process the ballots and determine the winner(s) as follows:
  - a. For each ballot, the candidates will be assigned the number of points equal to their ranking on that ballot: the highest-ranked candidate will receive one (1) point, the second-highest ranked candidate will receive two (2) points, and so on, until every candidate has been assigned points.
  - b. For each candidate, the sum of points from all valid ballots cast will be calculated.
  - c. If only one P&P Committee position is to be filled, the candidate with the lowest total number of points is elected.

- d. If more than one P&P Committee position is to be filled, the required number of candidates with the lowest number of points, in ascending order, are elected.
- e. In the case of a tie that affects the outcome, the scrutineers shall open the Chair of CEAB's sealed envelope, calculate the points on the ballot therein in the same manner as for the other ballots, and add the appropriate points from this ballot to the totals of the tied candidates. The candidate(s) with the lowest scores will be declared elected. If a tie still exists, the scrutineers will select the winner(s) by lot.

Approved 13 April 2022