

COLLEGE BY-LAWS



COLLEGE OF
LICENSED PRACTICAL NURSES
OF NEWFOUNDLAND AND LABRADOR
LPNS - A PRACTICAL APPROACH TO QUALITY CARE

Approved June 26, 2014

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COLLEGE OF
LICENSED PRACTICAL NURSES
OF NEWFOUNDLAND AND LABRADOR
LPNS - A PRACTICAL APPROACH TO QUALITY CARE

PART I: TITLE AND DEFINITIONS

By-laws Relating to the Activities of the College of Licensed Practical Nurses of Newfoundland and Labrador

References in this document to the *Act*, *Regulations* and *By-laws* refer to the *Licensed Practical Nurses Act (2005)*; the *Licensed Practical Nurses Regulations (2011)* and the *By-laws* incorporated herein, made under the *Licensed Practical Nurses Act, 2005*.

1. Title

These By-laws may be cited as the *College of Licensed Practical Nurses of Newfoundland and Labrador By-laws*.

2. Definitions

In these *Bylaws*,

“**act**” means the *Licensed Practical Nurses Act, 2005*;

“**appointed Board member**” means a member of the Board appointed under section 4 of the *Act*;

“**Board**” means the Board of the College of Licensed Practical Nurses of Newfoundland and Labrador as referred to in section 3 of the *Act*;

“**Chairperson**” means the chairperson of the Board elected under Section 3(8) of the *Act*;

“**College**” means the College of Licensed Practical Nurses of Newfoundland and Labrador as established by section 3 of the *Act*;

“**elected Board member**” means a member of the Board elected under section 3 of the *Act*;

“**committee member**” means a member of a committee appointed by the Board;

“**Registrar**” means the Registrar of the College of Licensed Practical Nurses of Newfoundland and Labrador;

“**Licensee**” means a member of the College who is licensed under section 12 of the *Act*;

“**Licensed Practical Nurse (LPN)**” means a practical nurse licensed under the *Act*; and

“**Regulation**” means a *Regulation* passed pursuant to the *Act*, as amended.

PART II: COLLEGE ADMINISTRATION

3. Seal

A seal for the College shall be prescribed by the Board and shall have the words “College of Licensed Practical Nurses of NL” endorsed thereon.

4. Execution of Documents

Documents to be executed on behalf of the College shall be executed by the Board Chairperson or the Registrar.

5. Forms

Any forms required pursuant to the *Act, Regulations* or *By-laws* shall be determined by the Registrar.

6. Notices

All notices, documents or other correspondence issued pursuant to these By-laws shall be deemed to have been sent on the date such notices or materials are sent by whatever method the sender chooses, which methods include but are not limited to, mail, fax, courier, electronic communications or personal delivery.

7. Banking and Financial

- (1) The Registrar or his/her designate is authorized to approve financial commitments on behalf of the College.
- (2) The signing officers for banking shall be any two of the following:
 - Board Chairperson;
 - Registrar; and
 - a staff member designated by the Registrar and approved by the Board.

8. Fiscal Year

The fiscal year of the College commences on the first day of April of a given year and ends on the last day of March of the following year.

PART II: COLLEGE ADMINISTRATION con't...

9. Audit

- (1) The College shall appoint a Chartered Accountant or a Certified General Accountant to perform an annual financial audit of the College.
- (2) The Registrar shall submit the College's financial information to the auditor within 60 days of the end of each fiscal year.
- (3) A copy of the auditor's report shall be included in the annual report.

10. Legal Counsel

The Registrar may retain legal counsel for the purpose of assisting the College and its Board, Committees, Adjudication Panel or employees in carrying out their powers, or duties under the *Act, Regulations* or *By-laws*.

11. Remuneration

Board, Committee and Adjudication Panel members shall serve without payment for their services, but their travel and other expenses associated with their duties as members shall be paid by the Board in accordance with guidelines established by the Lieutenant-Governor in Council.

12. Meeting Procedures

Except as these *By-laws* otherwise provide, *Robert's Rules of Order* governs the procedures of all Board Meetings, Annual General Meetings, Special General Meetings, Committee Meetings and any other type of meeting.

PART III: COLLEGE BOARD AND STAFF

13. Composition of Board

The Board of the College is established according to statutory provisions of section 3 of the *Licensed Practical Nurses Act, 2005*.

TERMS OF OFFICE

14. Elected Members

- (1) The term of office for an elected Board member is three years. An elected Board member is eligible to be re-elected, but shall not serve on the Board for more than nine consecutive years.
- (2) The term of office for an elected Board member commences the 1st day of January of the year following election.
- (3) An elected Board member whose maximum number of terms has been served shall not stand for re-election until the expiration of twelve months from the end of the year in which he or she was last a member of the Board.
- (4) An elected Board member shall resign from the Board by written notice to the Board. The resignation of an elected Board member shall take effect immediately upon delivery of such notice to the Registrar.
- (5) Where an elected Board member resigns, dies or becomes incapable of performing his or her duties, the remaining Board members shall appoint a replacement upon the recommendation of the Registrar for the remainder of that elected member's term.

15. Appointed Members

- (1) An appointed Board member's term of office is three years. An appointed Board member is eligible to be re-appointed, but shall not serve on the Board for more than nine consecutive years.
- (2) An appointed Board member whose maximum number of terms has been served may not be re-appointed until the expiration of twelve months from the end of the year in which he or she was last a member of the Board.
- (3) Where the term of office of an appointed Board member expires, he or she continues to be a member of the Board until re-appointed or replaced.
- (4) An appointed member shall resign from the Board by written notice to the Minister of Health and Community Services with a copy to the Registrar.

PART III: COLLEGE BOARD AND STAFF con't...

16. Chairperson

- (1) Members of the Board shall elect a Chairperson by a majority vote from the members of the Board. The Chairperson's term of office is three years. The Chairperson is eligible to be re-elected as Chairperson, but is not eligible to serve as Chairperson for more than three consecutive terms.
- (2) In the absence of the Chairperson, the members of the Board in attendance at a meeting shall appoint another member to chair that meeting.
- (3) The duties of the Chairperson include but are not limited to
 - (a) presiding at all meetings of the College Board and the Annual General Meeting;
 - (b) acting as a signing officer for the College and signing documents on behalf of the College as required;
 - (c) signing the minutes of each Board meeting following approval of the minutes by the Board; and
 - (d) acting in accordance with the requirements of his or her office in carrying out the duties and responsibilities of the Board.

17. Registrar

- (1) The Registrar shall be hired by the Board in accordance with the qualifications set by the Board.
- (2) The salary and benefits for the Registrar shall be determined by the Board.
- (3) In addition to the Registrar's duties outlined in the *Licensed Practical Nurses Act 2005, Regulations, and By-laws*, the Registrar shall do the following:
 - (a) manage the funds of the College and establish and maintain the College's accounts with a chartered bank, trust company or credit union or other financial institution as the Board determines;
 - (b) at each meeting of the Board, submit a copy of the most recent financial statements of the College;
 - (c) submit a report to the annual general meeting of the College;
 - (d) keep the records and Seal of the College;

PART III: COLLEGE BOARD AND STAFF con't...

- (e) administer and manage the College's affairs, including determining the human resource requirements for staff of the College in accordance with the budget approved by the Board;
 - (f) conduct the affairs of the College in accordance with direction of the Board;
and
 - (g) be the official spokesperson for the College.
- (4) After the financial statements for the College have been certified by the auditor and approved by the College, the Registrar shall submit a copy thereof to the minister of Health and Community Services prior to July 1st of each year.
- (5) The Registrar is an ex-officio, non-voting member of every committee of the Board unless otherwise restricted pursuant to the *Licensed Practical Act or Regulations*.
- (6) If the office of the Registrar is vacant, the Board may make a temporary appointment until a successor is appointed by the Board.

PART IV: ELECTION(S)

18. Electoral Zones

- (1) The Board
 - (a) shall divide the province into Electoral Zones for the purpose of electing members to the Board. The Board may determine or change the number of Zones and electoral boundaries of such Zones provided that such changes shall not occur more often than once during any two year period; and
 - (b) shall specify the number of persons to be elected as Board members as it sees fit from each Electoral Zone, and that number may vary according to Zone.
- (2) The province of Newfoundland and Labrador is divided into five Electoral Zones whose geographical boundaries are outlined in appendix A.
- (3) There will be two elected Board members from Zone 1.
- (4) There will be one elected Board member from each remaining Zone.
- (5) The Board may designate by a two-thirds vote the boundaries of each Electoral Zone.
- (6) The Electoral Zone in which a licensee is eligible to vote is the Zone in which the licensee resides on the date nominations close.
- (7) A licensee is eligible to vote in the election of members to the Board if the licensee is the holder of a current certificate of licensure from the College.

19. Eligibility for Election

- (1) A licensee is eligible for election to the Board if
 - (a) the licensee is in good standing with the College and is not in default of payment of any monies owed to the College pursuant to its *Laws, Regulations, By-laws* or Policies;
 - (b) the licensee is not an employee of the College; and
 - (c) the licensee agrees to adhere to the obligations and duties imposed on a Board member pursuant to the *Act, Regulations, By-laws* and Policies of the College.
- (2) A licensee shall only be nominated for election in the Electoral Zone in which he or she resides on the date nominations close.

PART IV: ELECTION(S) con't...

20. Nomination Procedure of Elected Members of the Board

- (1) At least 120 days prior to the expiry of the term of office of an elected Board member in respect of which the election is being held, the Registrar shall send a notification to the Liaison LPN at each facility within the applicable Zone(s), that includes the date of the election and information about the nominations and voting procedure. The same notice shall be posted on the College's website.
- (2) Any licensee may nominate for office another licensee in good standing with the nominee's written consent, in accordance with the College nomination procedure. Nominations must be received at least 60 days prior to the expiry of the term of office of the elected Board member in respect of which the election is being held.
- (3) The Registrar shall disqualify any nominee whose nomination or election contravenes the *Act, Regulations, By-laws* or these procedures, or who does not meet the requirements of Section 19 of the *College By-laws*.
- (4) The Registrar shall notify the nominee of the reasons for disqualification in writing and report the disqualification with reasons to the Board.

21. Election Procedure

- (1) The Registrar shall prepare and mail an election ballot to each licensee not less than 45 days prior to the expiry of the term of office of the elected Board member in respect of which the election is being held.
- (2) Each licensee is entitled to cast one vote for each vacancy in his or her Zone. A ballot shall not be counted unless it is post marked or received at least 21 days prior to the expiry of the term of office of the Board member in respect of which the election is being held. The ballot shall be received in a sealed manner and marked Ballot.
- (3) The licensee receiving the most votes for each position is elected.
- (4) In the case of a tie vote, the Registrar shall determine the successful candidate by random draw.
- (5) The Registrar shall supervise and administer all Board elections and may establish procedures consistent with these *By-laws* for that purpose.
- (6) In the event of irregularity or dispute with respect to any nomination, ballot or election, the Registrar shall be the sole arbiter thereof, and his or her decision is final.

PART IV: ELECTION(S) con't...

- (7) Where the number of nominee(s) is equal to the number of position(s) in an Electoral Zone the Registrar shall declare the nominee(s) to be elected by acclamation.
- (8) Where the number of nominees is less than the number of positions in an Electoral Zone, the Board, upon the recommendation of the Registrar, shall appoint a licensee(s) as practicable.
- (9) A recount takes place:
 - (a) at the request of a candidate for the election in respect to which the recount is requested;
 - (b) within 15 days of publication of the results of the election; and
 - (c) where the difference between the votes received by the two leading candidates for a position are not more than 5% of the total votes cast.
- (10) Omission to deliver notice of election to a licensee or the failure to receive a notice of election by a licensee entitled to receive such notice shall not invalidate the election or any proceeding in relation thereto.

22. Election Results

- (1) The Registrar shall as soon as reasonably practicable:
 - (a) notify each candidate of the election results; and
 - (b) notify all members of the election results and provide the names and biographies of the members elected or acclaimed to the Board by publishing the information on the College's website and in the next following issue of the College's newsletter.
- (2) The Registrar shall keep all ballots cast for a period of not less than 31 days following publication of the election results or recount.

23. Vacancy of an Elected Board Position

Any vacancy of an elected Board position may be filled by a licensee selected by the Board upon the recommendation of the Registrar from the same Electoral Zone as the outgoing Board member for the remainder of the term for that position.

PART V: MEETINGS

24. Board Meetings

- (1) The Board shall meet at least three times in each fiscal year within the Province of Newfoundland and Labrador at a time and method as determined by the Board.
- (2) Meetings of the Board shall be called by the Board Chairperson or the Registrar.
- (3) A quorum of the Board is five voting members, one of whom is a member appointed to represent the public interest.
- (4) For ordinary Board meetings, at least ten days written notice (including electronic means) shall be issued to all Board members.
- (5) A special meeting of the Board may be called by the Chairperson and/or upon the written request of five members of the Board. A request shall state the purpose of the requested meeting. Each Board member shall be given three days written notice of the special meeting.
- (6) No decision will be taken on any matter other than the matters stated in the notice of the special meeting.

25. Annual General Meetings

- (1) The Annual General Meeting of the College is open to licensees and the public.
- (2) The Registrar shall post a notice of the Annual General Meeting on the College's website and in the Newsletter. That notice shall include:
 - (a) the date, time and place of the Annual General Meeting;
 - (b) the agenda for the meeting; and
 - (c) any resolutions proposed by the Board.
- (3) An Annual General Meeting of the licensees shall be held in Newfoundland and Labrador at a time and place determined by the Board.
- (4) The Annual General Meeting of the College shall be held at least once every calendar year and not more than 15 months after the holding of the last preceding Annual General Meeting.

PART V: MEETINGS con't...

- (5) The following matters shall be considered at an Annual General Meeting:
 - (a) financial statements;
 - (b) the report of the Board; and
 - (c) the report of the auditor.
- (6) The College shall provide a copy of the annual report and minutes of the last Annual General Meeting to every licensee of the College present at the Annual General Meeting, and to any licensee on request.
- (7) The Registrar shall post a notice of the Annual General Meeting on the College's website at least 30 days prior to the meeting.

26. Special General Meeting

- (1) The Board shall convene a Special General Meeting within 90 days after receipt by the Registrar of a request for a Special General Meeting, which request is signed by at least 25% of licensees representing a minimum of three Electoral Zones. The request shall state the purpose of the requested Special General Meeting.
- (2) At least 15 days prior to a Special General Meeting of the College, notice shall be issued to each licensee indicating the time, place and purpose of the requested Special General Meeting.
- (3) Omission to deliver notice of a Special General Meeting or the failure to receive a notice of a Special General Meeting by a licensee does not invalidate the request for a Special General Meeting.

27. Resolutions Proposed by Licensees

- (1) Any 50 licensees may deliver written notice to the Registrar requesting the proposal of a resolution provided the request is made at least 90 days prior to the date of an Annual or Special General Meeting.
- (2) On receipt of a notice specified in subsection (1) and at least 30 days prior to the date of the Special General Meeting, the Registrar shall post a notice and a copy of the proposed resolution on the website of the CLPNNL.
- (3) A licensee may propose a resolution at the Annual General Meeting from the floor and any such resolution will be noted by the Chairperson of the meeting and placed at the end of the agenda to be debated.

PART V: MEETINGS con't...

28. Proceedings at Annual General Meetings

- (1) In the absence of the Chairperson of the Board, an acting Chairperson for the meeting shall be elected from among the Board members present by a majority vote of the Board.
- (2) Each licensee is entitled to one vote at the Annual General Meeting.
- (3) In the event of a tie vote on a resolution, the proposed resolution shall not pass.
- (4) The quorum at an Annual General Meeting of the College shall be a majority of the licensees present.
- (5) Licensees shall be required to present, at the meeting, their current year's license card as evidence of entitlement to vote.
- (6) The Chairperson of the meeting shall determine the manner of voting. The vote shall be taken by ballot or by show of hands.
- (7) The meeting Chairperson may appoint three scrutineers, from among those assembled, who shall count the vote for and against by show of hands, or in the event of a ballot vote shall distribute, collect and count the ballots and report the results in writing to the Chairperson. Scrutineers shall hold current licensure.
- (8) The Board may make rules for elections and voting provided such rules are not in conflict with the *By-laws*.

PART VI: BOARD COMMITTEES

29. Committees

- (1) The Standing Committees of the College include the Complaints Authorization Committee, Disciplinary Panel, Adjudication Tribunal, Education Committee, Finance Committee, Licensing Committee and Practice Committee.
- (2) The Board may from time to time establish ad hoc committees to address issues or to perform functions not specifically mandated to standing committees but which are within the purview of the *Act, Regulations* and *By-laws*.
- (3) The Board shall approve the *Terms of Reference* for all *ad hoc* and Standing Committees. The *Terms of Reference* shall outline the mandate of each committee, its composition and its quorum.
- (4) Each committee member serving on an ad hoc or a Standing Committee shall be reimbursed by the College for travel and other expenses associated with his or her duties as a committee member.
- (5) Any committee may conduct meetings (with the exception of the Annual General Meeting and any Special General Meeting) by mail, facsimile, telephone or video conference.
- (6) Each committee Chairperson shall prepare and submit an annual report of its activities to the Board.
- (7) A committee member may be removed by a majority vote of the Board.
- (8) The activities of all committees shall be conducted in accordance with the *Act, and Regulations, and By-laws, it's Terms of Reference*.
- (9) All committees shall perform their duties under the direction of the Board.
- (10) All committee appointments are for a term of three years. Appointees are eligible for re-appointment for no more than two subsequent three year appointments.
- (11) Unless otherwise established in the *Act* or *Regulations*, the Chairperson and members of Standing Committees shall be appointed by the Board. A licensee shall be limited to the role of Chairperson to one Standing Committee.
- (12) Activities of all committees shall be conducted in accordance with the *Act, Regulations* and *By-laws* and their respective *Terms of Reference*.

PART VII: FEES/LICENSING

30. Fees

- (1) The fee(s) for licensure in the College shall be determined by the Board in accordance with the *Act* and *Regulations*.
- (2) All other fees including administrative fees will be determined by the Board.

31. Certificate(s) of Licensure

- (1) The Registrar shall issue verification of licensure to any person who is granted initial, temporary or annual renewal. If limits or conditions of licensure apply, the verification shall stipulate any such limits or conditions as required by the provisions of section 12 of the *Act*.
- (2) A verification of licensure or any renewal of such licensure is not valid beyond March 31st of the following renewal year.

PART VIII: GENERAL

32. Disclosure of Licensure Status

- (1) Where information concerning the licensure status of a person is requested of the Board or the Registrar, the Registrar shall disclose
 - (a) whether or not the person is a licensee or a former licensee;
 - (b) whether or not an Adjudication Tribunal has issued an Order pursuant to section 21(3) of the *Act* relating to the person and if so, the details of the Order; and
 - (c) whether or not the person has ever signed a Resolution Agreement under sections 16 or 17 of the *Act* and if so, the details of the Resolution Agreement.
- (2) The Registrar shall not release the names of complainants, clients, patients, or their families, or information which could reasonably lead to the identification of such complainants, clients, patients or their families.

33. Approval of Regulations

The Board may recommend approval of Regulations to Government. Notice of such recommendations will be provided to all members of the College through the College's official newsletter.

34. Accuracy of Personal Information

A licensee shall make every reasonable effort to ensure that his or her personal information filed with the College is accurate, current and complete.

35. Code of Ethics and Standards of Practice

All licensees shall conduct their practices safely, competently, ethically and in consistence with the *Code of Ethics* and *Standards of Practice* for the profession.

36. Amendment

These *By-laws* may be amended pursuant to the terms of section 11 of the *Act*.

Appendix A: Electoral Zones

College of Licensed Practical Nurses of Newfoundland and Labrador Zone Descriptions For the Election of LPNs to the Board

ZONE 1 - Two Elected Board Members

Zone 1 shall consist of and include all that part of the Province of Newfoundland and Labrador bounded as follows:

Beginning at the community of Pouch Cove;

Then following the coastline in a general southerly direction to the community of St. John's;

Then following the coastline in a general southerly direction to the community of Witless Bay, inclusive; Then running in a general westerly direction to the community of Holyrood, inclusive;

Then following the coastline in a general northerly direction to the community of Portugal Cove-St. Phillips;

Then following the coastline to the point of beginning (Pouch Cove).

Note:

Zone 1 shall encompass and include the following communities: Pouch Cove, Flatrock, Torbay, Logy Bay-Middle Cove-Outer Cove, St. John's, Paradise, Mt. Pearl, Petty Harbour- Maddox Cove, Bay Bulls, Witless Bay, Holyrood, Conception Bay South, Portugal Cove- St. Phillips, and Bauline.

ZONE 2 - One Elected Board Member

Zone 2 shall consist of and include all that part of the Province of Newfoundland and Labrador bounded as follows:

Beginning at the community of Holyrood, not inclusive;

Then following the coastline in a general northerly direction to the community of Bay De Verde;

Then following the coastline in a general southerly direction to the community of South Dildo;

Then following the coastline in a general northerly direction to the community of Clarenville;

Then following the coastline in a general easterly direction to the community of Bonavista;

Appendix A: Electoral Zones

Then following the coastline in a general westerly direction to the community of Port Blandford, not inclusive;

Then running in a general southerly direction to the community of English Harbour East, inclusive;

Then following the coastline in a general southerly direction to the community of Grand Bank;

Then following the coastline in a general easterly direction to the community of Marystown;

Then following the coastline in a general northerly direction to the community of Swift Current;

Then following the coastline in a general southerly direction to the community of Point Lance;

Then following the coastline in a general northerly direction to the community of St. Catherine's;

Then following the coastline in a general southerly direction to the community of St. Shotts;

Then following the coastline in a general easterly direction to the community of Portugal Cove South;

Then following the coastline in a general northerly direction to the community of Witless Bay, not inclusive; and

Then running in a general westerly direction to the point of beginning (Holyrood).

Note:

Zone 2 also includes any coastal island land mass within proximity to the main part of the above described boundary. It encompasses and includes all of the following communities: Admirals Beach, Aquaforte, Arnold's Cove, Avondale, Baine Harbour, Bay De Verde, Bay L'Argent, Bay Roberts, Bishop's Cove, Bonavista, Branch, Brigus, Brigus South, Bryant's Cove, Burin, Cape Broyle, Carbonear, Chance Cove, Chapel Arm, Clarenville, Clarke' Beach, Colinet, Colliers, Come By Chance, Conception Harbour, Cupids, Duntara, Elliston, English Harbour East, Fermeuse, Ferryland, Fortune, Fox Cove- Mortier, Fox Harbour, Frenchman's Cove, Garnish, Gaskiers-Point La Haye, Grand Bank, Grand Le Pierre, Hant's Harbour, Harbour Main-Chapel's Cove-Lakeview, Harbour Grace, Heart's Content, Heart's Desire, Heart's Delight-Islington, Keels, King's Cove, Lamaline, Lawn, Lewin's Cove, Little Catalina, Little Bay East, Long Harbour-Mount Arlington Heights, Lord's Cove, Marystown, Mount Carmel-Mitchell's Brook-St. Catherine's, Musgravetown, New Perlican, Norman's Cove-Long Cove, North River, Old Perlican, Parkers Cove, Placentia, Point May, Point au Gaul, Point Lance, Port Kirwan, Port Rexton, Portugal Cove South, Red Harbour, Renews-Cappahayden,

Appendix A: Electoral Zones

Riverhead, Rushoon, Salmon Cove, Small Point-Adam's Cove-Blackhead-Broad Cove, South River, Southern Harbour, Spaniard's Bay, St. Bernard-Jacques Fontaine, St. Brides, St. Joseph's, St. Lawrence, St. Mary's, St. Shott's, St. Vincent's-St. Stephen's-Peter's River, Sunnyside (Trinity Bay), Terrenceville, Trepassey, Trinity, Trinity Bay North, Upper Island Cove, Victoria, Wabana, Whitbourne, Whiteway, Winterland, Winterton.

ZONE 3 (Central) - One Elected Board Member

Zone 3 shall consist of and include all that part of the Province of Newfoundland and Labrador bounded as follows:

Beginning at the community of English Harbour East, not inclusive;

Then following the coastline in a general westerly direction to the community of McCallum;

Then running in a general northerly direction to the community of Buchans, inclusive;

Then running in a general northerly direction to the community of Hampden, not inclusive;

Then following the coastline in a general northerly direction to the community of Fleur de Lys;

Then following the coastline in a general easterly direction to the community of La Scie;

Then following the coastline in a general southerly direction to the community of King's Point;

Then following the coastline in a general easterly direction to the community of Norris Arm;

Then following the coastline in a general northerly direction to the community of Musgrave Harbour;

Then following the coastline in a general southerly direction to the community of Port Blandford, inclusive; and

Then running in a general southerly direction to the point of Beginning (English Harbour East);

NOTE:

Zone 3 also includes any coastal island land mass within proximity to the main part of the above described boundary. It encompasses and includes all of the following communities: Appleton, Badger, Baie Verte, Baytona, Beachside, Belleoram, Birchy Bay, Bishop's Falls, Botwood, Brent's Cove, Brighton, Buchans, Burlington, Campbellton, Carmanville, Centreville-Wareham-Trinity, Change Islands, Coachman's Cove, Comfort Cove-Newstead, Cottlesville, Crow Head, Dover, Eastport, Embree, Fleur de Lys, Fogo Island Region, Fogo, Gambo, Gander,

Appendix A: Electoral Zones

Gaultois, Glenwood, Glovertown, Grand Falls-Windsor, Greenspond, Happy Adventure, Harbour Breton, Hare Bay, Hermitage, Indian Bay, Joe Batt's Arm- Barr'd Islands-Shoal Bay, King's Point, La Scie, Leading Ticks, Lewisporte, Little Bay, Little Bay Islands, Little Burnt Bay, Lumsden, Lushes Bight-Beaumont-Beaumont North, Middle Arm, Miles Cove, Millertown, Milltown-Head of Bay d'Espoir, Ming's Bight, Morrisville, Musgrave Harbour, New-Wes-Valley, Nippers Harbour, Norris Arm, Northern Arm, Pacquet, Peterview, Pilley's Island, Point Leamington, Point of Bay, Pool's Cove, Port Anson, Port Blandford, Rencontre East, Robert's Arm, Salvage, Sandringham, Sandy Cove, Seal Cove Fortune Bay, Seal Cove White Bay, Seldom-Little Seldom, South Brook, Springdale, St. Alban's, St. Brendan's, St. Jacques-Coomb's Cove, Summerford, Terra Nova, Tilt Cove, Tilting, Traytown, Triton, Twillingate, Westport, Woodstock.

ZONE 4 (Western Region) - One Elected Board Member

Zone 4 shall consist of and include all that part of the Province of Newfoundland and Labrador bounded as follows:

Beginning at the community of McCallum, not inclusive;

Then following the coastline in a general westerly direction to the community of Channel-Port aux Basques;

Then following the coastline in a general northerly direction to the community of Corner Brook;

Then following the coastline in a general northerly direction to the community of Bartlett's Harbour, not inclusive;

Then running in a general southerly direction to the community of Jackson's Arm, inclusive;

Then following the coastline in a general southerly direction to the community of Hampden, inclusive;

Then running in a general southerly direction to the community of Buchans, not inclusive; and

Then running in a general southerly direction to the point of beginning (McCallum).

NOTE:

Zone 4 also includes any coastal island land mass within proximity to the main part of the above described boundary. It encompasses and includes all of the following communities: Aguathuna, Bellburns, Bide Arm, Burgeo, Burnt Islands, Cape St. George, Channel-Port aux Basques, Cormack, Corner Brook, Cow Head, Cox's Cove, Daniel's Harbour, Deer Lake, Felix Cove, Gallants, Gillams, Glen Burnie-Birchy Head-Shoal Brook, Goose Cove East, Hampden,

Appendix A: Electoral Zones

Harbour LeCou, Hawke's Bay, Howley, Hughes Brook, Humber Arm South, Irishtown-Summerside, Isle aux Morts, Jackson's Arm, Kippens, Lark Harbour, Lourdes, Main Brook, Massey Drive, McIvers, Meadows, Mount Moriah, Norris Point, Parson's Pond, Pasadena, Port Saunders, Port au Port West, Port aux Choix, Port au Port East, Ramea, Reidville, River of Ponds, Rocky Harbour, Rose Blanche, St. George's, St. Pauls, Steady Brook, Stephenville, Stephenville Crossing, Trout River, Woody Point, York Harbour.

ZONE 5 (Labrador - Grenfell) - One Elected Board Member

Zone 5 (Labrador Region) shall consist of and include all that part of the Province of Newfoundland and Labrador bounded as follows:

Beginning at the community of Happy Valley-Goose Bay;

Then following the coastline in a general easterly direction to the community of Cartwright;

Then following the coastline in a general southerly direction to the Quebec-Labrador boundary between the communities of L'Anse au Clair and Blanc-Sablon;

Then following the Quebec-Labrador boundary to the northern tip of Labrador;

Then following the coastline in a general southerly direction to the community of Nain;

Then following the coastline in a general southerly direction to the community of Postville;

Then following the coastline in a general southerly direction to the community of Rigolet;

Then following the coastline in a general westerly direction to the point of beginning (Happy Valley-Goose Bay).

NOTE:

Zone 5 (Labrador Region) also includes any coastal island land mass within proximity to the main part of the above described boundary. It encompasses and includes all of the following communities: Cartwright, Charlottetown, Churchill Falls, Forteau, Happy Valley-Goose Bay, Hopedale, L'Anse au Clair, L'Anse au Loup, Labrador City, Makkovik, Mary's Harbour, Mud Lake, Natuashish, Nain, Northwest River, Pinware, Port Hope Simpson, Postville, Red Bay, Rigolet, Sheshatshui, St. Lewis, Wabush, West St. Modeste.

Appendix A: Electoral Zones

Zone 5 (Grenfell Region) shall consist of and include all that part of the Province of Newfoundland and Labrador bounded as follows:

Beginning at the community of L'Anse aux Meadows;

Then following the coastline in a general southerly direction to the community of Englee;

Then following the coastline in a general southerly direction to the community of Jackson's Arm, not inclusive;

Then running in a general northerly direction to the community of Bartletts Harbour, inclusive;

Then following the coastline in a general northerly direction to the community of Flower's Cove;

Then following the coastline in a general northerly direction to the point of beginning (L'Anse aux Meadows).

NOTE:

Zone 5 (Grenfell Region) also includes any coastal island land mass within proximity to the main part of the above described boundary. It encompasses and includes all of the following communities: Anchor Point, Bartletts Harbour, Bird Cove, Boat Harbour, Conche, Cook's Harbour, Croque, Eddies Cove, Englee, Flower's Cove, Goose Cove, Great Breat, Griquet, Gunners Cove, L'Anse aux Meadows, Main Brook, Plum Point, Raleigh, Roddickton, Savage Cove-Sandy Cove, Ship Cove, St. Anthony, St. Anthony Bight, St. Barbe, St. Lunaire, Quirpon.

CLPNNL Electoral Boundaries Eastern - Zone 1



Zone 1 shall encompass and include the following communities: Pouch Cove, Flatrock, Torbay, Logy Bay-Middle Cove-Outer Cove, St. John's, Paradise, Mt. Pearl, Petty Harbour-Maddox Cove, Bay Bulls, Witless Bay, Holyrood, Conception Bay South, Portugal Cove-St. Phillips, Bauline.

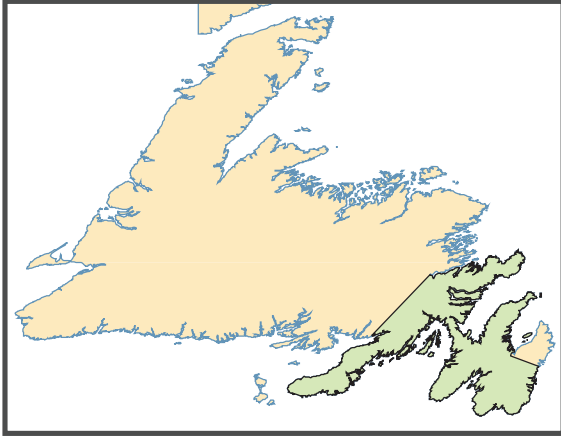
Eastern - Zone 1



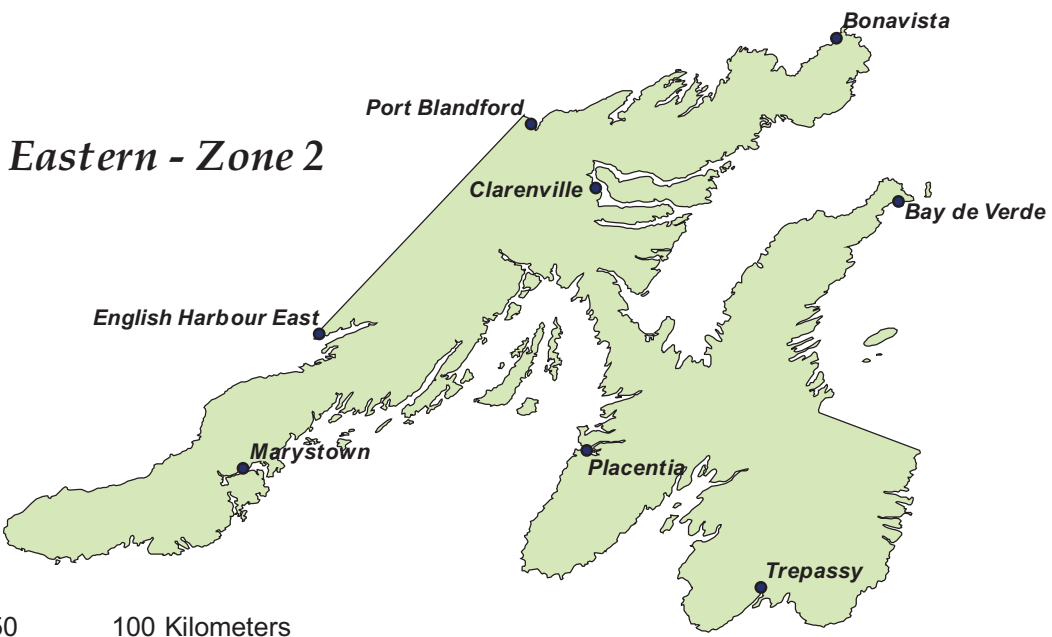
0 3.5 7 14 Kilometers

A horizontal scale bar with four segments. The first segment is labeled '0', the second '3.5', the third '7', and the fourth '14 Kilometers'.

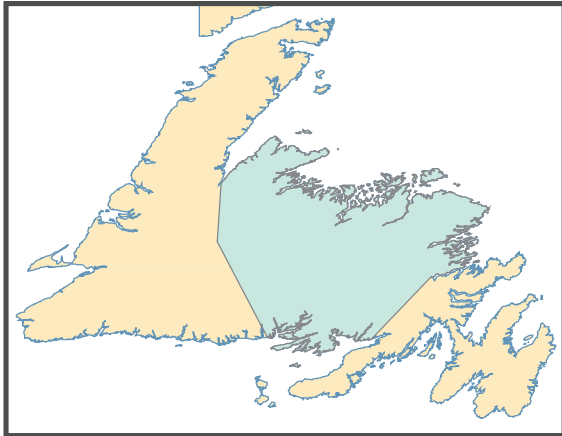
CLPNNL Electoral Boundaries Eastern - Zone 2



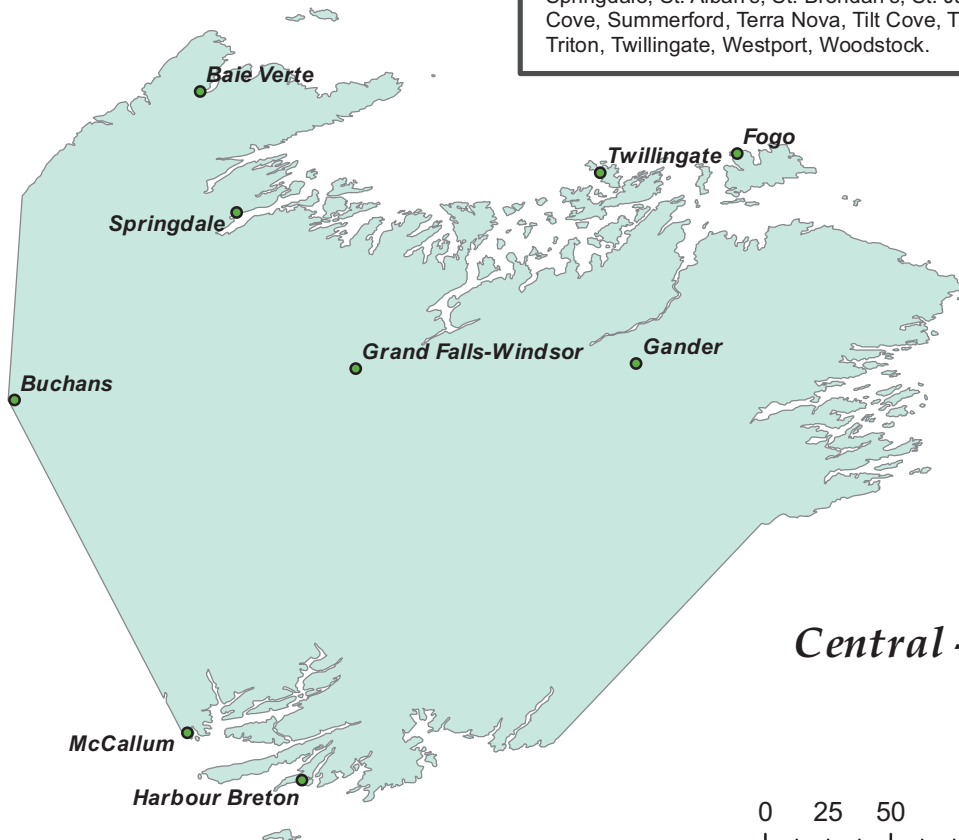
Zone 2 encompasses and includes all of the following communities: Admirals Beach, Aquaforte, Arnold's Cove, Avondale, Baine Harbour, Bay De Verde, Bay L'Argent, Bay Roberts, Bishop's Cove, Bonavista, Branch, Brigus, Brigus South, Bryant's Cove, Burin, Cape Broyle, Carbonear, Chance Cove, Chapel Arm, Clarenville, Clarke's Beach, Colinet, Colliers, Come By Chance, Conception Harbour, Cupids, Duntara, Elliston, English Harbour East, Fermeuse, Ferryland, Fortune, Fox Cove-Mortier, Fox Harbour, Frenchman's Cove, Garnish, Gaskiers-Point La Haye, Grand Bank, Grand Le Pierre, Hant's Harbour, Harbour Main-Chapel's Cove-Lakeview, Harbour Grace, Heart's Content, Heart's Desire, Heart's Delight-Islington, Keels, King's Cove, Lamaline, Lawn, Lewin's Cove, Little Catalina, Little Bay East, Long Harbour-Mount Arlington Heights, Lord's Cove, Marystown, Mount Carmel-Mitchell's Brook-St. Catherine's, Musgravetown, New Perlican, Norman's Cove-Long Cove, North River, Old Perlican, Parkers Cove, Placentia, Point May, Point au Gaul, Point Lance, Port Kirwan, Port Rexton, Portugal Cove South, Red Harbour, Renew's-Cappahayden, Riverhead, Rushoon, Salmon Cove, Small Point-Adam's Cove-Blackhead-Broad Cove, South River, Southern Harbour, Spaniard's Bay, St. Bernard-Jacques Fontaine, St. Brides, St. Joseph's, St. Lawrence, St. Mary's, St. Shott's, St. Vincent's-St. Stephen's-Peter's River, Sunnyside (Trinity Bay), Terrenceville, Trepassey, Trinity, Trinity Bay North, Upper Island Cove, Victoria, Wabana, Whitbourne, Whiteway, Winterland, Winterton.



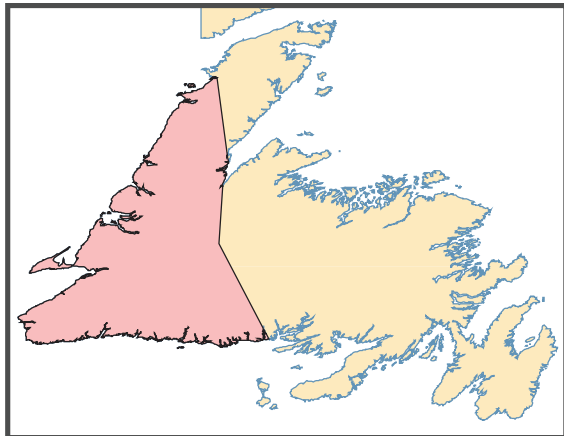
CLPNNL Electoral Boundaries Central - Zone 3



Zone 3 encompasses and includes all of the following communities: Appleton, Badger, Baie Verte, Baytona, Beachside, Belleoram, Birchy Bay, Bishop's Falls, Botwood, Brent's Cove, Brighton, Buchans, Burlington, Campbellton, Carmanville, Centreville-Wareham-Trinity, Change Islands, Coachman's Cove, Comfort Cove-Newstead, Cottlesville, Crow Head, Dover, Eastport, Embree, Fleur de Lys, Fogo Island Region, Fogo, Gambo, Gander, Gaultois, Glenwood, Glovertown, Grand Falls-Windsor, Greenspond, Happy Adventure, Harbour Breton, Hare Bay, Hermitage, Indian Bay, Joe Batt's Arm-Barr'd Islands-Shoal Bay, King's Point, La Scie, Leading Ticks, Lewisporte, Little Bay, Little Bay Islands, Little Burnt Bay, Lumsden, Lushes Bight-Beaumont-Beaumont North, Middle Arm, Miles Cove, Millertown, Milltown-Head of Bay d'Espoir, Ming's Bight, Morrisville, Musgrave Harbour, New-Wes-Valley, Nippers Harbour, Norris Arm, Northern Arm, Pacquet, Peterview, Pilley's Island, Point Leamington, Point of Bay, Pool's Cove, Port Anson, Port Blandford, Rencontre East, Robert's Arm, Salvage, Sandringham, Sandy Cove, Seal Cove Fortune Bay, Seal Cove White Bay, Seldom-Little Seldom, South Brook, Springdale, St. Alban's, St. Brendan's, St. Jacques-Coomb's Cove, Summerford, Terra Nova, Tilt Cove, Tilting, Traytown, Triton, Twillingate, Westport, Woodstock.

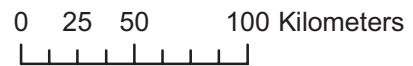
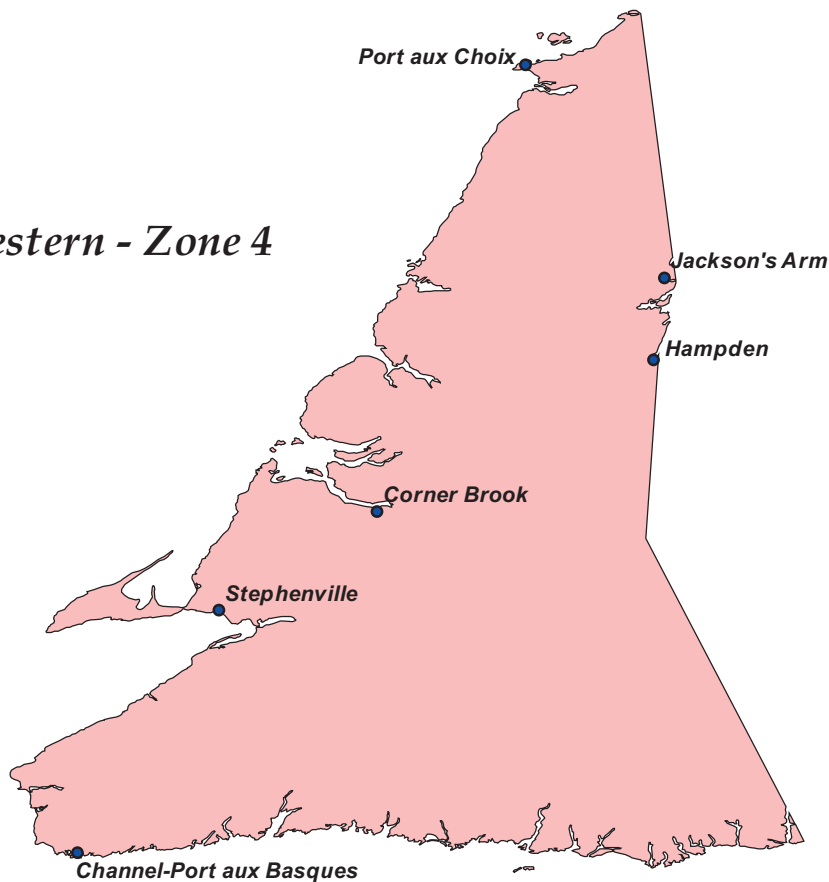


CLPNNL Electoral Boundaries Western - Zone 4

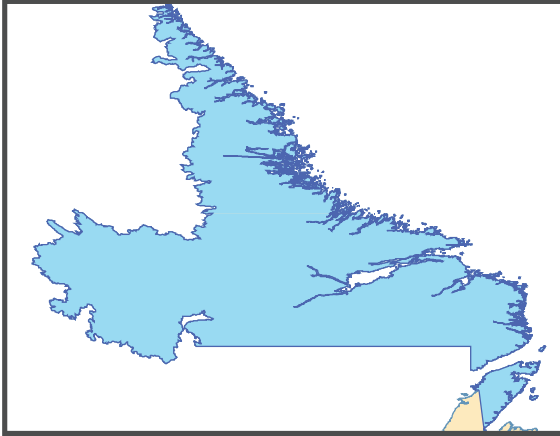


Zone 4 encompasses and includes all of the following communities: Aguathuna, Bellburns, Bide Arm, Burgeo, Burnt Islands, Cape St. George, Channel-Port aux Basques, Cormack, Corner Brook, Cow Head, Cox's Cove, Daniel's Harbour, Deer Lake, Felix Cove, Gallants, Gillams, Glen Burnie-Birchy Head-Shoal Brook, Goose Cove East, Hampden, Harbour LeCou, Hawke's Bay, Howley, Hughes Brook, Humber Arm South, Irishtown-Summerside, Isle aux Morts, Jackson's Arm, Kippens, Lark Harbour, Lourdes, Main Brook, Massey Drive, McIvers, Meadows, Mount Moriah, Norris Point, Parson's Pond, Pasadena, Port Saunders, Port au Port West, Port aux Choix, Port au Port East, Ramea, Reidville, River of Ponds, Rocky Harbour, Rose Blanche, St. George's, St. Pauls, Steady Brook, Stephenville, Stephenville Crossing, Trout River, Woody Point, York Harbour.

Western - Zone 4



CLPNNL Electoral Boundaries Labrador - Grenfell - Zone 5



Zone 5 (Labrador Region) encompasses and includes all of the following communities: Cartwright, Charlottetown, Churchill Falls, Forteau, Happy Valley-Goose Bay, Hopedale, L'Anse au Clair, L'Anse au Loup, Labrador City, Makkovik, Mary's Harbour, Mud Lake, Natuashish, Nain, Northwest River, Pinware, Port Hope Simpson, Postville, Red Bay, Rigolet, Sheshatshui, St. Lewis, Wabush, West St. Modeste.







Zone 5 (Grenfell Region) encompasses and includes all of the following communities: Anchor Point, Bartletts Harbour, Bird Cove, Boat Harbour, Conche, Cook's Harbour, Croque, Eddies Cove, Englee, Flower's Cove, Goose Cove, Great Brehat, Griquet, Gunners Cove, L'Anse aux Meadows, Main Brook, Plum Point, Raleigh, Roddickton, Savage Cove-Sandy Cove, Ship Cove, St. Anthony, St. Anthony Bight, St. Barbe, St. Lunaire, Quirpon.

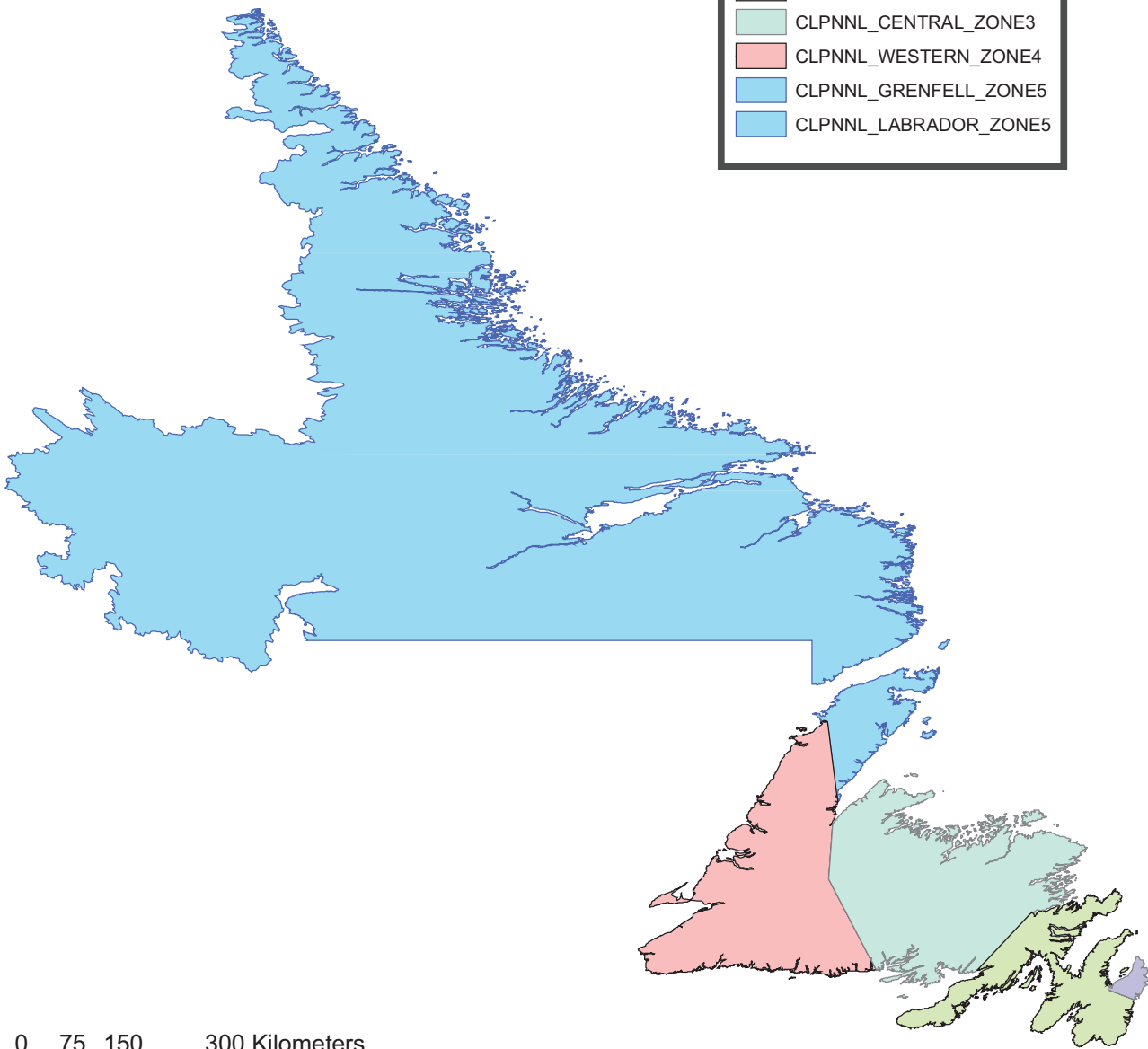


Labrador - Grenfell Zone 5

CLPNNL Electoral Boundaries Provincial Overview

Legend

-  CLPNNL_EASTERN_ZONE1
-  CLPNNL_EASTERN_ZONE2
-  CLPNNL_CENTRAL_ZONE3
-  CLPNNL_WESTERN_ZONE4
-  CLPNNL_GRENFELL_ZONE5
-  CLPNNL_LABRADOR_ZONE5



Appendix B: Nomination Form

Call for Nominations of Elected Board Members

In accordance with Section 23 of the By-laws, election of LPNs to the Board shall be held. The below stated positions are now open for nomination.

Zone 1 Zone 2 Zone 3 Zone 4 Zone 5

Licensees of the College of Licensed Practical Nurses of Newfoundland and Labrador (CLPNNL) are invited to submit names of nominees, from their Zones for election to the Board.

NOMINATION FORM-BOARD MEMBERS	ACCEPTANCE OF NOMINATION
I, _____ a member in good standing of the College of Licensed Practical Nurses of NL, residing in Zone _____ do hereby nominate the following person from Zone _____ to the Board of CLPNNL. Name _____ <div style="text-align: center;">Nominee</div> Address _____ <div style="text-align: center;">Number and Street</div> _____ <div style="display: flex; justify-content: space-between;"> City/Town Postal Code </div> License Number _____ To serve in this capacity from the date elected to December _____, Signed this _____ day of _____, 20____. Signature _____ <div style="text-align: center;">Nominating Member</div>	I, _____ a member in good standing of the College of Licensed Practical Nurses of NL, residing in Zone _____ do hereby accept nomination for election to the Board, and if elected consent to serve to _____. Name _____ License Number _____ Signed this _____ day of _____, 20____. Signature _____ <div style="text-align: center;">Nominee</div>

Rules and Procedures for Nomination of Board Members:

1. **All nominations received for election to the Board must be accompanied with a resume of nominee to be eligible.**
2. Nominations which have been altered or changed must be initialed by both the nominee and nominator.
3. To be eligible the original nomination forms or previously faxed forms for nominees must be received by the College on or before the established deadline.
4. All licensees who are in good standing at the time of the election are entitled to vote as per Section 19 of the Bylaws.

Deadline for Nominations is _____

Return Completed nomination form to:
 College of Licensed Practical Nurses of Newfoundland and Labrador
 209 Blackmarsh Rd.
 St. John's, NL
 A1E 1T1



COLLEGE OF
LICENSED PRACTICAL NURSES
OF NEWFOUNDLAND AND LABRADOR
LPNS - A PRACTICAL APPROACH TO QUALITY CARE

209 Blackmarsh Road, St. John's, NL A1E 1T1
709.579.3843 • Toll Free 1.888.579.2576 • info@clpnnl.ca