

NATIONAL CERTIFICATION PROGRAM
GOVERNANCE POLICIES

- 1) National Certification Authority
 - a) The National Certification Program will be administered by the National Certification Authority (“the Authority”).
 - b) The members of the Authority will be elected by the National Certificate Holders.
 - c) The number of positions and regional representation on the Authority shall be set by Resolution of the Canadian Association of Home and Property Inspectors (“CAHPI”).
 - d) Ex officio members of the Authority will be appointed by the Authority as necessary.
- 2) Qualifications for membership in the Authority
 - a) In order to be elected as an Authority member, a candidate must be a National Certificate Holder (“Holder”).
- 3) Service terms
 - a) Members of the Authority will serve two-year terms.
 - b) Terms will be staggered so that approximately half of the positions come up for election every year.
 - c) The number of positions available for election will reflect the number of positions on the Authority as set by CAHPI, the number of vacant positions and the number of positions that still at mid-term.
- 4) Nomination Committee
 - a) The Authority will annually appoint a Nomination Committee.
 - b) The Nomination Committee will comprise:
 - i) The penultimate past Chair, unless the penultimate past Chair is not a Holder,
 - ii) The immediate past Chair of the Authority, unless the immediate past Chair is not a Holder,

- iii) The Chair of the Authority, and
 - iv) Two Holders.
 - c) The penultimate past Chair of the Authority chairs the committee, unless he or she is unable or unwilling to act, in which event another member of the committee will chair.
 - d) Meetings of the Nomination Committee are convened by the chair for the purpose of nominating individuals to stand for election by Holders for positions on the Authority.
 - e) The Nomination Committee will conduct an open search for candidates. The Nomination Committee will accept as candidates all those coming forward by the deadline who met the candidate requirements.
- 5) Returning Officer
- a) The Authority will annually appoint a Returning Officer to oversee the election.
 - b) The Returning Officer may not be a member of the Nomination Committee during any point in the year in which the election is to be held.
- 6) Notice of Election
- a) On or before July 1 in each year, the Nomination Committee must deliver to all Holders
 - i) A notice of the Authority positions for which elections are to be held, including notice that any nominations of candidates must be received at the Authority office not later than the second Monday in August of that year,
 - ii) A notice of the date of the election, and
 - iii) A nomination form
- 7) Nomination of candidates
- a) The nomination of a candidate for election as Authority member must be
 - i) In writing on the nomination for provided by the Authority,
 - ii) Signed by two (2) Holders as nominators and by the candidate, and

- iii) Received at the Authority office not later than the second Monday in August of the year of the election
- 8) Election by acclamation
- a) In the event that the number of candidates nominated does not exceed the number of Holders to be elected, those candidates are to be acclaimed.
- 9) Date of election
- a) The date for the election of Authority members is to be the date of the last day of the CAHPI National Conference, but no later than the first of December of each year.
- 10) Entitlement to vote
- a) All Holders recorded in the Register on the date that ballots are delivered may vote.
- 11) Ballots to be sent to Holders
- a) After the last day for the receipt of nominations, but not less than 14 days before the date of the election, the Returning Officer must deliver, to each Holder, a ballot for the applicable positions for which the individual is entitled to vote.
 - b) The ballots must be in a form approved by the Authority and must include, in alphabetical order, the names of all candidates nominated for the applicable positions
- 12) Voting
- a) In order to vote, a Holder must:
 - i) Mark their ballot with a cross or a tick mark opposite the name of each candidate for whom the Holder wishes to vote, to a maximum of the number of candidates for which the Holder is entitled to vote, and
 - ii) Return their ballot to the Returning Officer, in the envelope or envelopes provided for that purpose or otherwise in accordance with the instructions provided with the ballot, so that it is received by the Returning Officer before the date of the election
 - b) A ballot that is not marked in accordance with subsection (i) above must not be counted
 - c) A returned ballot that is not received by the Returning Officer before the date of the elections as required by subsection (ii) above must not be counted.

- d) The Returning Officer must keep, secure and unopened until the ballot count, all envelopes containing ballots received by the Returning Officer before the date of the election.

13) Scrutineers

- a) The scrutineers for an election to the Authority are:
- b) The Returning Officer, or a delegate of the Returning Officer, and
- c) The accountant retained by the Authority, or a delegate of the accountant.

14) Ballot Count

- a) On the day of the election, the scrutineers must scrutinize the ballots and count the votes.
- b) The Returning Officer, or their delegate, must keep a record of:
 - i) The number of ballots received,
 - ii) The number of votes counted for each candidate, and
 - iii) The number of spoiled ballots.
- c) On the completion of the ballot count, the scrutineers must sign the record.
- d) Any candidate for the election, or a person authorized by a candidate in writing, is entitled to be present at the ballot count.

15) Declaration of election

- a) For each elected position, the Returning Officer, or their delegate, must declare as elected the candidate, or, if applicable, the candidates receiving the greatest number of votes.
- b) If an election for a position is undecided by reason of equality of votes, the election shall be decided by coin toss conducted by the current Chair of the Authority.

16) Retention of election materials

- a) The ballots and, if applicable, the envelopes in which they were returned, must be kept by the Returning Officer for four (4) weeks after the date of the election.

- b) Subject to a court order, the Returning Officer must destroy the ballots and envelopes at the end of the time referred to in subsection (a) above.
- c) The Returning officer must retain the record of the signed count as part of the records of the Authority.

17) Taking office

- a) Those persons declared to be elected take office as Authority members the day after the election

18) Inadvertent omissions do not invalidate election

- a) The inadvertent omission to deliver a notice of the nomination of candidates, a nomination for, or a ballot to any Holder does not invalidate an election

19) Election of Chair

- a) At the first Authority meeting after members have taken office, the Authority must elect one of its members as Chair and one of its members as Vice Chair.

20) Authority meetings

- a) The Authority must hold such meetings as it considers necessary to transact the business of the Authority.

21) Quorum for Authority meetings

- a) The quorum for a meeting of the Authority is a majority of the number of members of the Authority.

22) Electronic meetings

- a) Authority members may participate in, including vote at, an Authority meeting by means of electronic or other communication facilities if all Authority members participating in the meeting, whether by such facilities or in person, are able to communicate with each other.
- b) An Authority member participating in an electronic meeting is considered present at the meeting for the purposes of determining quorum.

23) Procedures

- a) Decisions of the Authority are to be decided by majority vote of the Authority members present at the meeting.

- b) Each member of the Authority has one vote on any question.
- c) The Chair of the Authority shall preside at all meetings of the Authority. The Vice Chair shall have all powers of the Chair during the absence of the Chair for any cause. In the absence of both the Chair and the Vice Chair, the Authority members present may choose one of their number to be Chair of the meeting, and the Chair so chosen shall exercise all the functions and authority of the Chair for the transaction of business at that meeting.
- d) The Authority may delegate any of its powers to committees. Any committee so formed shall in the exercise of the powers so delegated conform to any requirement that may be imposed on it by the Authority.
- e) The Authority may appoint the Chair of any committee. If the Authority does not appoint a Chair then the committee shall elect one of their number as Chair. If at any meeting the Chair is not present within ten (10) minutes after the time appointed for holding the meeting, the members present may choose one of their number to be Chair of the meeting.
- f) A committee may meet and adjourn as it sees fit. Questions arising at any meeting shall be determined by a majority of the members present, and in the case of an equality of votes, the Chair shall have a casting vote.
- g) The Authority shall cause Minutes to be made in books provided for the purpose of recording:
 - i) All appointments of Officers and Staff made by the Authority,
 - ii) The names of the members present at each meeting of the Authority and of any committee of the Authority, and
 - iii) All resolutions and proceeding of all meetings of the Authority and of committees of the Authority.

24) National Registrar

- a) The Authority will annually appoint a Registrar.
- b) The Registrar will be responsible for:
 - i) Recording and tracking individuals who are within the National Certification Program,
 - ii) Maintaining the integrity and confidentiality of the data and personal information contained in the database, and

- iii) Ensuring that the register of certified individuals is kept up to date and open for public scrutiny.
- c) The Registrar may act as Returning Officer when so appointed by the Authority.
- d) The Registrar will report to a designated member of the Authority.

25) Treasurer

- a) At the first Authority meeting after members have taken office, the Authority must elect one of its members as Treasurer.
- b) The Treasurer will:
 - i) Collect all fees,
 - ii) Subject to the provisions of any resolution of the Authority, shall have the care and custody of all the funds and securities of the Association and shall deposit the same in the name of the Authority in such bank or banks or such depository or depositories as the Board of Directors may direct,
 - iii) Keep or cause to be kept the books of account and accounting records of the Authority, and
 - iv) Perform all duties incident to that office or that are properly required of him by the Authority.

26) Chief Examiner

- a) The Authority will annually appoint a Chief Examiner.
- b) The Authority will annually appoint Deputy Regional Examiners based on the recommendation of the Chief Examiner and the input of CAHPI Member Bodies.
- c) The Chief Examiner will manage, direct and coordinate the activities of the Test Inspection and Peer Review program.
- d) Duties of the Chief Examiner may include, but are not limited to:
 - i) Recommend goals and objectives; assist in the development and implementation of policies and procedures;
 - ii) Manage, direct, organize and coordinate onsite inspection assessment activities;

- iii) Direct, oversee and participate in the development of the onsite inspection protocol;
 - iv) Assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures;
 - v) Prepare a budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies;
 - vi) Participate in recommending the appointment of personnel; provide or coordinate training;
 - vii) Evaluate the need for and develop procedures, methods and schedules;
 - viii) Provide technical and administrative assistance to the National Certification Council with respect to qualified “candidates” in the program;
 - ix) Prepare and present reports to the Authority and other administrative activities related to the program;
 - x) Manage and maintain appropriate program records and files; and
 - xi) Perform “reasonable” related duties as deemed necessary for the success and continuation of the program.
- e) The Chief Examiner will maintain the Policies and Procedures to be followed by those involved in the Test Inspection and Peer Review process, once approved by the Authority.
 - f) The Chief Examiner will report to a designated member of the Authority.

27) Secretary

- a) At the first Authority meeting after members have taken office, the Authority must elect one of its members as Secretary.
- b) The Secretary shall, when present, act as Secretary of all meetings of directors and members.
- c) The Secretary shall perform all duties incident to that office or that are properly required by the Authority.

28) National Accreditation Council

- a) The Authority will annually appoint five (5) individuals to the National Accreditation Council.

- b) The Accreditation Council will be made up of:
 - i) Three (3) National Certificate Holders, and
 - ii) Two (2) individuals who are outside the home and property inspection sector.
- c) The Accreditation Council will be responsible for recommending courses, programs and training providers for accreditation based on the requirements of the National Certification Program. This will include:
 - i) Reviewing presentations from training providers for initial accreditation, and
 - ii) Conducting periodic reviews and re-evaluation to ensure that individuals seeking certification have access to quality training that addresses the competencies in the National Occupational Standard for Home and Property Inspectors, and that such training is provided by legitimate, ethical and responsible organizations.
- d) The Accreditation Council will maintain the Policies and Procedures to be followed by the Council, once approved by the Authority.
- e) The Accreditation Council, through its Chair, will report to a designated member of the Authority.
- f) The Accreditation Council may subcontract some of its functions to others, including regional CAHPI Member Bodies, who may provide recommendations with respect to accreditation, however the decision to accredit remains the sole responsibility of the National Certification Authority.

29) National Certification Council

- a) The Authority will annually appoint individuals to the National Certification Council.
 - i) The Certification Council will be made up of:
 - (1) A maximum of one National Certificate Holder per regional CAHPI Member Body, and
 - (2) Three (3) individuals from outside the home and property inspection sector.
 - ii) The Certification Council will be responsible for:

- (1) Verifying that individuals who apply for status in the National Certification Program have a combination of general education and experience, home inspection specific training, and home inspection experience that meets the requirements of the Program,
 - (2) Verifying that individuals who apply for status in the National Certification Program comply with the Code of Conduct and Standards of Practice for Home and Property Inspectors, and
 - (3) Recommending to the Authority that qualified individuals be certified as National Certificate Holders.
- b) The Certification Council will maintain the Policies and Procedures to be followed by the Council and any subcontractors, once approved by the Authority.
 - c) The Certification Council, through its Chair, will report to a designated member of the Authority.
 - d) The Certification Council may subcontract some of its functions to others, including regional CAHPI Member Bodies, who may provide recommendations with respect to certification, however the decision to certify remains the sole responsibility of the National Certification Authority.
- 30) The Authority will annually appoint individuals to the National Complaints Committee.
- a) The Complaints Committee will be made up of:
 - i) A maximum of one National Certificate Holder per regional CAHPI Member Body, and
 - ii) Three (3) individuals from outside the home and property inspection sector.
 - b) The Complaints Committee will be responsible for overseeing the disciplinary function of the National Certification Program. This includes complaints related to both competency and ethical issues.
 - c) The disciplinary function will be performed by CAHPI Member Bodies on behalf of, and under the authority of, the National Certification Authority. This function will include tasks such as grievance and file review, investigations, and the holding of disciplinary hearings. CAHPI Member Bodies must demonstrate that they are willing and able to perform this function in accordance with the Policies and Procedures set out by the Complaints Committee.

- d) The Complaints Committee will maintain the Policies and Procedures to be followed by the Committee and any subcontractors, once approved by the Authority.
- e) The Complaints Committee, through its Chair, will report to a designated member of the Authority.