

INTERNATIONAL RELATIONS COMMITTEE

Terms of Reference¹

1. Type

The International Relations Committee (IRC) is a standing committee of the Canadian Psychological Association (CPA).

2. Purpose

The purpose of the Committee is to foster interactions between psychologists in Canada and their colleagues abroad, to promote an international perspective within Canadian psychology, and to actively encourage the use of psychological knowledge internationally.

3. Responsibilities

The Committee shall be responsible for:

- Providing advice to the CPA Board or President and to respond on all matters of CPA business of an international nature placed before it by the CPA Head Office or Board.
- Organizing activities at the CPA convention to promote awareness of activities and issues of concern within international psychology.
- Advising the Board on attracting and staging of international events of value to the Canadian scientific community.
- Promoting awareness of international meetings and conferences and encourage the participation and attendance of Canadian psychologists.
- Promoting program development for international exchange and attendance through the identification of agencies or other sources through which funds may be channeled to advance Canadian participation or sponsorship of these activities.
- Soliciting and submitting nominations annually for the CPA Award for Distinguished Contributions to the International Advancement of Psychology.
- Monitoring any and all international accomplishments, recognitions and special activities of merit by CPA members and other international news of importance to CPA members, and communicating these to the appropriate persons for dissemination within CPA via *Psynopsis*, *CPA News*, or the CPA website.
- Reporting to the CPA Board on all business conducted on its behalf.

¹ The original document was drafted in 2002-2003 on behalf of the International Relations Committee by John Adair and Janel Gauthier who were Chair and Secretary of the Committee, respectively. It was submitted for review to the CPA Board of Directors in March 2003 and approved by the Board in June 2003. It was never updated. This 2020 version replaces the 2003 version.

In addition to the above responsibilities, the Committee shall maintain a Canadian National Panel for the International Union of Psychological Science (CNP/IUPsyS) in support of Canada's affiliation with the IUPsyS.²

- The CPA shall provide support to the National Research Council of Canada for Canada's participation in the IUPsyS through the CNP/IUPsyS.
- The CNP/IUPsyS shall be a body that is subordinate to the International Relations Committee.
- The CNP/IUPsyS shall be governed by Terms of Reference approved by the Committee and the CPA Board.

4. Authority

The Committee has the authority to carry out the responsibilities listed in Section 3 above, subject to the By-Laws and policies of the CPA, and any rules and procedures established by the Committee and approved by the Board of Directors.

5. Accountability

- a) The Committee is accountable to the Board of Directors, works on behalf of the Board of Directors, and assumes the responsibilities delegated by the Board of Directors, as described in the Terms of Reference of the Committee and the By-Laws of the CPA.
- b) The Committee reports to the Board of Directors through the Committee Chair and a member of the Board of Directors appointed by the Board to be Board Liaison to the Committee.

6. Membership

6.1. Composition

- a) The Committee shall consist of at least nine members in good standing of CPA (membership dues paid), including the Chair and, as feasible, one Student Affiliate.
- b) Committee membership shall reflect, as far as practicable, the diversity of CPA's general membership regarding gender, linguistic and geographical representation, and sub-discipline interest.
- c) The Committee shall seek CPA members who are concerned with, knowledgeable about and familiar with international issues related to psychology. Expertise in international research, practice, education and policy shall be desired.

² The Canadian National Panel for the International Union of Psychological Science (CNP/IUPsyS) is a body that replaces the Canadian National Committee for the International Union of Psychological Science (CNC/IUPsyS), which was created through an agreement between the Canadian Psychological Association (CPA) and the National Research Council of Canada (NRC) in support of Canada's affiliation with the IUPsyS. The change was made in response to a request from the Board of Directors which "voted to combine the CNC and the International Relations Committee" because the CNC/IUPsyS was facing "a perennial challenge of recruiting a sufficient number of members, thereby making it difficult to fully realize its potential and to fulfill its mandate." The request was formally conveyed to IRC Chair Janel Gauthier by CPA President Sam Mikail in a letter dated March 20, 2019.

6.2. Terms

- a) Normally, the Chair and the Members of the Committee shall be appointed for a four-year term, renewable once. Exceptionally, however, the Committee may renew the Chair or a Committee Member for more than two terms if it can be demonstrated that it is in the best interest of the Committee to do so.
- b) Renewal is subject to determining the Chair's or Member's continuing ability to provide input or make contributions to the Committee, as well as consideration of the need to maintain a balance between new and experienced members.

6.3. Appointments

- a) As per CPA's By-Law 6.08 (Committees), the Committee shall elect its Chair from the members of the Committee. A student Affiliate member of the Committee is not eligible to be elected Chair.
- b) The Chair may appoint a Committee Member as Secretary. The role of the Secretary shall be to support the Chair in ensuring the smooth functioning of the Committee and managing its affairs.
- c) The Committee shall welcome applications to join the Committee from CPA Members in all stages of their career path.
- d) New Committee Members shall be selected by the Chair in consultation with other members of the Committee.

6.4. Review

- a) Membership on the Committee shall be reviewed annually and reconstituted at its annual meetings.
- b) Membership to the Committee shall be considered terminated if two of the following three occur: (i) More than two consecutive expressions of regrets for IRC annual meetings; (ii) Two consecutive absence from the IRC annual meetings without expression of regrets; (iii) Failure to respond to email-discussion of IRC for a full year.³

7. Meetings

7.1. Frequency and Format

- a) The Committee shall hold a business meeting during the month preceding or following the annual convention of CPA, and shall maintain other communication among Committee Members as needed during the year.
- b) Meetings of the Committee may be called by the Chair or any three Committee Members at any time.

³ This policy was adopted unanimously by the International Relations Committee in June 2017.

- c) Business meetings may be held in person or by means of any electronic, telephonic or other communication facility that permits all participants to communicate adequately with each other during a meeting.
- d) In order to help ensure communication between the Committee and the Board, the Board-appointed Liaison shall attend Committee business meetings.
- e) Business meetings shall be open to CPA Members and Affiliates who may attend as observers at the discretion of and with the prior approval of the Chair.

7.2. Rules of Order

- a) The rules contained in the latest edition of *Robert's Rules of Order Newly Revised* shall govern Committee meetings, except where they are inconsistent with the By-Laws of the CPA and any special rules of order that the CPA or the Committee may adopt.
- b) Motions may be introduced and handled via e-mail, using a procedure approved by the Committee (the procedure approved by the Committee in 2006 to introduce and handle motions by e-mail is presented in Appendix 1).

7.3. Quorum

- a) The quorum required for conducting a business meeting shall be a majority of the total number of members serving on the Committee (i.e., over half of the total number of members).⁴
- b) The presence of the Chair or, exceptionally in the absence of the Chair, the presence of the member of the Committee substituting for the Chair shall be required to form a quorum.
- c) If a quorum is present at the opening of a meeting, the members present may proceed with the business of the meeting even if a quorum is not present throughout the meeting.
- d) For the purpose of determining quorum, a member may be present in person or by telephonic and/or other electronic means.

7.4. Voting Privileges

- a) The Chair and the Members of the Committee are entitled to vote on all matters.
- b) The Board-appointed Liaison does not have voting privileges, nor does any observer.

7.5. Record-Keeping

The Chair shall ensure that a record of all decisions and recommendations of the Committee is maintained.

⁴ As per CPA By-Law 6.08 (Committees), "Unless otherwise determined by the Board, a committee shall have the power to fix its quorum at not less than a majority of its members, to elect its chairperson and to otherwise regulate its procedure."

8. Reporting

- a) The Committee shall report to the CPA Board of Directors.
- b) The Committee shall submit a summary of its activities in an annual report to the Board of Directors for the Annual General Meeting of the CPA.
- c) The Committee shall submit an updated list of its members to the Board of Directors before the Fall of each year.

9. Amendments

Amendments to the present document, including revisions and updates, shall be subject to approval by the CPA Board of Directors.

10. Board Approval

These Terms of Reference were approved by the CPA Board of Directors on [enter date here].

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APPENDIX 1

CANADIAN PSYCHOLOGICAL ASSOCIATION SOCIÉTÉ CANADIENNE DE PSYCHOLOGIE

INTERNATIONAL RELATIONS COMMITTEE

PROCEDURES FOR INTRODUCING AND PASSING MOTIONS BY E-MAIL

1. Any Member of the Committee may introduce a motion by e-mail.
2. All motions introduced by e-mail shall contain the following information:
 - a. subject of the motion
 - b. name of the mover
 - c. rationale of the motion
 - d. wording of the motion
 - e. budgetary implications
 - f. implementation plan
3. Any Member who introduces shall check beforehand if his or her motion is consistent with the previous actions of the Committee and, if it is inconsistent, shall justify.
4. All motions shall be sent to each Member of the Committee with copies to the Chair and the Secretary who shall keep an official record of the motions that are introduced and approved by e-mail and the discussion related to them. The Committee shall approve these minutes at its next annual meeting.
5. The Committee shall be given a period of at least 14 days to consider any submitted motion and, if necessary, to consult with the mover to clarify the intent and wording of the motion.
6. All communications regarding all motions shall be public (cc. all Members, including the Chair and the Secretary) to reproduce virtually the open discussion that would normally take place at a regular meeting.
7. Any submitted motion shall be considered for approval only after it has been seconded by another Member.
8. In cases of urgency, the waiting period may be waived or shortened if the change is approved by unanimous vote of a quorum.
9. Voting by e-mail shall be public (c.c. all Members, including the Chair and the Secretary) unless private voting is demanded by one of the Members.
10. If private voting is demanded, votes shall be sent directly to the Chair who will be responsible for communicating the results of voting to the Members of the Committee.
11. Non-receipt of motion by a Member shall not invalidate any resolution passed or proceedings taken as long as a quorum was present.
12. Fifty percent of the membership of the Committee shall constitute a quorum.
13. As far as practicable, and unless otherwise indicated in these procedures, motions shall be handled in accordance with Kerr and King's Procedures for Meetings and Organisations.

APPROVED BY THE INTERNATIONAL RELATIONS COMMITTEE ON JUNE 9, 2006.