



COPOM BYLAWS

Approved by the Copom Council April 18, 2018

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ARTICLE 1

1.1 Interpretation

When interpreting these by-laws, words and expressions have the same meaning as in *The Podiatrists Act*, unless the context otherwise requires.

1.2 Definitions

In these bylaws,

"Act" means *The Podiatrists Act*;

"chair" means the chair of the council elected under section 2.8;

"COPOM" means the College of Podiatrists of Manitoba;

"council member" includes a member who is elected or appointed.;

"deliver" with reference to a notice or other document, includes mail to (including by regular mail, electronic mail or by courier) or leave with the person, or deposit in the person's mailbox or receptacle at the person's residence or place of business;

"investigator" means a person appointed under the Act to carry out an investigation.

ARTICLE 2 COUNCIL OF THE COLLEGE

2.1 Council composition

The council consists of:

- (a) Four (4) podiatrists on the register of podiatrists, elected by the members of the College; and
- (b) Two (2) public representatives appointed by the council.

Amended by Council September 29, 2016

2.2 Eligibility for election to council

A practicing member is eligible for election to the council if:

- (a) The member has paid all monies due pursuant to the bylaws;
- (b) The member is not the subject of a COPOM inquiry;
- (c) The member has not been the subject of a finding of professional misconduct, incompetence or incapacity in the two years preceding the date of the election;
- (d) The member's registration has not been revoked or suspended in the two years preceding the date of the election for any reason other than the non-payment of fees; and
- (e) The member's registration is not subject to a term, condition, or limitation.

2.3 Nomination procedure

- 2.3.1** At least ninety (90) days prior to the date of the Annual General Meeting (AGM), the registrar must deliver to every member of the college at his or her last known address, notice of a pending vacancy and provide written notice of the nomination, voting and election procedures.
- 2.3.2** Any practicing member in good standing, may nominate for office a maximum of two (2) members eligible for election under section 3 for each vacant council position. The nomination must be made on the form approved by council that includes a signed consent from the nominee in the form approved by council and the declaration referred to in Article 2.3.3. The nomination documents must be delivered to the registrar and be received at least sixty (60) days prior to the AGM.
- 2.3.3** A nominee must declare in writing that he or she will comply with the provisions of the Act, the regulations and the bylaws and the procedures related to the election and the conduct of the election
- 2.3.4** The registrar must disqualify any nominee whose nomination or election contravenes the bylaws, or whose registration is not in good standing at the date of receipt of the nomination. The registrar will notify the nominee and the council of the reasons for disqualification. The Act and the regulations do not deal with nominations or eligibility to sit on the council.

2.4 Election procedure

- 2.4.1** Election to the council to fill vacancies will be held at the annual general meeting.
- 2.4.2** Except where article 2.4.10 applies, the registrar must prepare and deliver to each member eligible to vote, an election ballot not less than forty-five (45) days prior to the AGM.
- 2.4.3** Each practicing member is entitled to one vote for each vacancy on the council.
- 2.4.4** The registrar must not count a ballot unless it is contained in a sealed envelope on which the member's name and signature appears and is received by the registrar at least fourteen (14) days prior to the expiry of the term of office, or is delivered in person on the day of the election.
- 2.4.5** The Registrar will only accept nominations from the floor on the day of the election if the number of nominees is less than the number of vacancies on the council on the date of the election.
Amended September 29, 2016.
- 2.4.6** The nominees receiving the most votes on the return of the ballots are elected to the vacant positions on the council.
- 2.4.7** In the case of a tie vote, the registrar must select the successful candidate by random draw.

2.4.8 The registrar must supervise and administer all council elections and may establish procedures for that purpose, which are consistent with these bylaws.

2.4.9 In the event of any irregularity or dispute with respect to any nomination, ballot or election, the registrar must be the sole arbitrator thereof, and a decision of the registrar is final.

2.4.10 Where the number of nominees is less than or equal to the number of vacancies on the council, the registrar will declare the nominees to be elected by acclamation.

2.5 Terms of office

2.5.1 The term of office for an elected council member or a public representative is three (3) years. The term of office for an elected council member commences at the conclusion of the annual general meeting at which he or she is elected and ends at the conclusion of the annual general meeting three years following his or her election. The term of office for a public representative commences on the date that the council makes the appointment and ends 3 years after the appointment date.

Amended September 29, 2016.

2.5.2 A council member or a public representative may be re-elected or re-appointed, as the case may be, for 2 further 3 year terms. A person may not serve more than 3 consecutive 3 year terms. A person who has served 3 consecutive 3 year terms is eligible for election after an absence of 1 year. A person who is appointed by council to fill a vacancy of less than 18 months, is not considered to have served a 3 year term and is therefore eligible to serve 3 further consecutive 3 year terms.

Amended September 29, 2016

2.5.3 A council member may resign at any time by delivering a notice in writing to the registrar. The resignation is effective when it is accepted by the council.

2.5.4 An elected council member or a public representative may be removed by a two-thirds (2/3) vote of the council or by the members at a general meeting if a member is unable to fulfill the duties of the office due to:

- (a) non-attendance,
- (b) conflict of interest, or
- (c) physical or mental incapacity.

Amended September 29, 2016

2.6 Vacancy

Any vacancy on the council may be filled by the council appointing a member eligible for election under section 2.6 to complete the term remaining.

2.7 Remuneration of council and committee members

Council and committee members may be paid an honorarium of \$25 per hour up to \$300 per day for designated activities approved by the council and must be reimbursed by the College for reasonable expenses necessarily incurred in connection with the activities of the council.

2.8 Appointments

The members of the council must elect from among themselves, a chair, vice-chair and treasurer for a one-year term.

Amended September 29, 2016

2.9 Registrar

2.9.1 The registrar shall be a member of the college and, in addition to the registrar's duties under the Act, the registrar shall:

- (a) submit a report to the annual meeting of the college,
- (b) ensure that minutes are taken at each meeting and retained on file,
- (c) keep the records and seal of the college and perform such other duties as required by the council,
- (d) sign all certificates, diplomas and other instruments executed on behalf of the college as required,
- (e) sign the minutes of each meeting after the council approves them.

2.9.2 The Registrar shall be an ex-officio member of such committees as the Council deems appropriate.

Amended September 29, 2016

2.9.3 In the event that the office of the registrar becomes vacant, the council shall make a temporary appointment until the council appoints a successor.

Section 11 - Deputy Registrar, Repealed September 29, 2016

2.10 The Chair & Vice-chair

2.10.1 The chair is an ex-officio member of all committees and must:

- (a) preside at all meetings of the College and council,
- (b) act generally in accordance with the requirements of his or her office for the proper carrying out of the duties of the council, and carry out such other duties as are assigned by the council from time to time.

2.10.2 In the absence of the chair at a meeting of the College or the council, the vice-chair shall preside at the meeting.

Amended September 29, 2016

2.11 The Treasurer

The treasurer shall:

- (a) be responsible for the funds of the College and make deposits in a chartered bank or other similar financial institution designated by the council;
- (b) at each meeting of the council submit a report of all revenues and expenditures since the last meeting, unless otherwise directed by the council; and
- (c) submit a financial statement to the accountant, as soon as possible after the end of each fiscal year, to complete an annual financial statement for the College. The treasurer must mail a copy thereof to each member not later than one hundred twenty (120) days following the end of the fiscal year.

2.12 Council meetings

2.12.1 The council must meet at least four (4) times in each fiscal year and must provide reasonable notice of council meetings to members of the College and the public.

2.12.2 In addition to meetings required by subsection (1), meetings of the council must be called by the registrar at the request of either the chair or any two (2) council members.

2.12.3 The meetings of the council are open to members and to the public. The registrar must provide on request to members of the college or members of the public:

- (a) details of the time and place of a council meeting,
- (b) a copy of the agenda, and
- (c) a copy of the minutes of the preceding meeting.

2.12.4 Notwithstanding subsection (3), the council may exclude any person from any part of a meeting if it is satisfied that:

- (a) the desirability of avoiding public disclosure outweighs the desirability of adhering to the principle that meetings be open to the public,
- (b) regulatory, financial, personnel or other matters may be disclosed which are of a confidential or sensitive nature,
- (c) a person involved in a criminal proceeding or civil suit or proceeding or disciplinary proceeding may be prejudiced by the meeting being open to the public,
- (d) property acquisitions will be discussed,
- (e) instructions will be given to, or opinions received from, legal counsel or the Office of the Ombudsman, or
- (f) the attendance of a person is disruptive.

2.12.5 If the council excludes any person from a part of a meeting, its reasons for doing so must be noted in the minutes of the meeting.

2.12.6 A majority of the council constitutes a quorum. If a quorum is not present after the expiration of thirty (30) minutes from the time fixed for the commencement of the meeting, the chair may adjourn the meeting and fix a time and place for a rescheduled meeting.

2.12.7 The council may conduct meetings in person or by electronic means, telephone or video conference that permits all participants to communicate adequately with each other during the meeting.

2.12.8 Voting at meetings of the council shall be verbal or by a show of hands except where a secret ballot is requested by a majority of the council.

2.12.9 Where there is a tie vote on a motion, the motion is defeated.

2.12.10 Except as otherwise provided in the bylaws, the most recent edition of "Call to Order: Meeting Rules, Procedures and Advice for Non-Profit Organizations" by Herb Perry governs procedures at meetings of the council and committees.

2.13 Special council meetings

The registrar or the chair may call a meeting of the council without providing notice to the members where deemed necessary by the chair to address an issue of urgency.

2.14 Committees

2.14.1 Pursuant to subsections 6(7), 16(1), and 30(1) of the Act, the following committees are established:

- (a) a standing committee for the purpose of recruiting and selecting public representatives to serve on the council and committees of the college;
- (b) a complaints committee;
- (c) an inquiry committee; and
- (d) any other committee that council considers necessary.

2.14.2 A committee may exercise any power, duty, or function assigned to it by a motion passed by the council.

2.14.3 The council shall approve the committee membership.

2.14.4 Members of any committee:

- (a) may serve a term of not more than two (2) years,
- (b) are eligible for re-appointment for a maximum of three (3) terms,
- (c) may be removed by a majority vote of the council for any of the reasons set out in section 2.5.4.

2.14.5 The council may appoint a committee chair and a committee vice-chair from the members of the committee.

2.14.6 A majority of committee members constitute a quorum.

2.14.7 Meetings of committees may be open to members and to the public at the discretion of the committees.

2.14.8 Notwithstanding subsection 7, the committee may exclude any person from any meeting, or part of a meeting, for any of the reasons set out in section 2.12.4.

2.14.9 Committees may conduct meetings in person, or by electronic means, telephone or video conference that permits all participants to communicate adequately with each other during the meeting.

2.14.10 Each committee must annually submit a report of its activities to the council.

2.15 Committee panels

2.15.1 A committee may, from time to time, establish sub-committees or panels of the committee, and the chair of the committee must appoint the chair of the panel or sub-committee.

2.15.2 All members of a panel are required for a quorum.

2.15.3 A panel of a committee referred to in subsection (1) and (2) may exercise any power, duty or function assigned to it by the committee.

ARTICLE 3 COLLEGE ADMINISTRATION

3.1 Seal

3.1.1 The council must approve a common seal for the College.

3.1.2 The seal of the College must be affixed to certificates of registration and such other documents as the council may direct, under the hands of such persons as the council may designate.

3.2 Fiscal year

The fiscal year of the college commences on April 1 and ends on March 31 of the following year.

3.3 Signing Authorities

The signing authorities of the college are the registrar, the chair and the treasurer.

3.4 Financial authority

3.4.1 The council:

- (a) may invest the funds of the college in a bank chartered under the *Bank Act* or in any trust company, loan company or credit union that is a member

institution as defined in the *Canada Deposit Insurance Corporation Act* (Canada);

- (b) must ensure that there is a minimum reserve of \$150,000 available for maintaining the operation of the college;
- (c) may as necessary set any special assessment necessary for the College to pursue its purpose and carry out its duties including to maintain the minimum reserve required under clause (b).

3.4.2 If the council sets a special assessment under this clause, the registrar must deliver a notice to members that council has set a special assessment, the amount of the special assessment, the reason for it and giving the members 30 days from the date of the notice within which to pay the special assessment.

3.4.3 Where a member fails to pay the special assessment within the time required, his or her registration will be suspended.

3.4.4 A member may renew his or her registration that has been suspended for non-payment of a special assessment by paying the special assessment plus a penalty equal to twenty percent (20%) of the special assessment.

3.5 The Treasurer may approve the expenditure of any sum up to \$500.00. Sums greater than this require approval of council.

3.6 Investment income

All income derived from invested funds must be added to and become part of the ordinary income of the College.

3.7 Financial Statements

3.7.1 The council shall annually appoint someone with a professional background in accounting to produce the financial statements for the College.

3.7.2 The financial statements must be included in the Annual Report of the College.

3.8 Rights of Members

3.8.1 Rights of practising members on the register of podiatrists

A member whose name is on the register of practicing podiatrists may:

- (a) practice podiatry, subject to any restrictions or conditions placed on the member's right to practice;
- (b) if elected, hold office on the council as long as there are no terms or conditions on the member's right to practice;
- (c) if appointed serve as an appointed member on any committee of the college as long as there are no terms and conditions on the member's right to practise;

- (d) attend, participate in and vote at meetings of the college as long as there are no terms and conditions on the member's right to practice; and
- (e) receive copies of official college publications.

3.8.2 Rights of members on the non-practising register

A member whose name is on the register of non-practising podiatrists:

- (a) shall not engage in the practice of podiatry;
- (b) is entitled to:
 - (i) attend, participate in, but not vote at meetings of the college;
 - (ii) serve as an appointed member, with voting privileges, on any committee of the college; and
 - (iii) receive copies of official college publications.
- (c) is not eligible for election to the council; and
- (d) cannot vote at meetings of the college.

3.8.3 Rights of members on the temporary practice register

A member whose name is on the temporary practice register:

- (a) may engage in the practice of podiatry, subject to any restrictions or conditions placed on the member's right to practise;
- (b) may receive copies of official college publications;
- (c) is not entitled to :
 - (i) be elected, or hold office on the council;
 - (ii) serve as an appointed member on any committee of the college; or
 - (iii) attend, participate in or vote at meetings of the college.

3.8.4 Obligations of Members

A member must:

- 3.8.4.1 Notify the registrar, in writing sent via regular post, facsimile or electronic mail, of change in name, mailing address, place of employment or membership status and other contact information as required by the council of all members, within thirty days of the change(s).
- 3.8.4.2 Answer all correspondence from the college to which a reply is required within 30 days from the date of the correspondence unless another date is specified. When reminder correspondence is sent to a member from the college, and the member fails to respond in writing within 15 days from the date stipulated in the reminder correspondence, the member may be referred to the Registrar, who may then make a referral to the complaints committee under section 18 of the Act. In the event that reminder correspondence is sent regarding non-renewal or non-payment of fees, this

failure to respond within the 15 days will result in immediate cancellation of the person's registration.

3.8.4.3 Practise podiatry in accordance with the Act, regulations and *Code of Ethics* of the college.

3.9 Membership fees.

3.9.1 Fees must be set annually by the Council.

3.9.2 On or before February 28th each year, the registrar must deliver a notice to members setting out the amount of the annual registration fee and the date on which the fee is due.

3.9.2.1 Payment in Full

On payment of the registration fee in full on or before the due date, the registrar must issue a receipt to the member. The registrar must also issue a Certificate of Registration to the member bearing the seal of the College and stating that the member is entitled to practice as a member for the registration year.

3.9.2.2 Payment by installments

Where a member chooses to pay the registration fee in installments, on payment of the first installment of the registration fee and receipt of post-dated cheques for the remainder of the installments, the registrar must issue a receipt to the member. The registrar must also issue a Certificate of Registration to the member bearing the seal of the College and stating that the member is entitled to practice as a member for the registration year.

3.9.3 Failure to Pay Renewal Fee or Comply with College Policies

(a) Where a member fails to pay all or, if paying by installments, part of the annual registration fee on or before March 31st, his or her registration will be suspended. He or she will not be entitled to practice until all fees payable under this article are fully paid.

(b) Where a member has paid the registration fee due, but the member

- i. fails to provide evidence of compliance with the CPR policy of the college on or before March 31st each year; or
- ii. fails to provide evidence of compliance with the First Aid policy of the college on or before March 31st at the end of each 3 year period; or
- iii. fails to provide evidence of compliance with the Continuing Professional Development Policy of the college on or before March 31st at the end of each 2 year period;

his or her registration will be suspended until he or she can provide evidence of compliance.

3.9.4 Non-payment Penalty

A member seeking to renew registration because of non-payment of fees will be required to pay a penalty in an amount equal to twenty percent (20%) of that member's annual registration renewal fee plus the annual registration renewal fee.

3.9.5 Insufficient Funds

- (a) Where a member issues a cheque with insufficient funds there will be a penalty assessed in the amount of \$100 or 20% of the cheque amount, whichever is greater.
- (b) Within 7 days of notification of default, the member must deliver to the COPOM office, a certified cheque or banker's draft for the amount of the original cheque plus the penalty amount. Failure to do so will result in suspension of the member's registration.
- (c) Where a member issues a cheque for insufficient funds more than once, the member must pay registration fees by certified cheque or banker's draft. The option of quarterly installments will not be available to the member for an additional 2 years.

3.9.6 Unauthorised Practice Penalty

- (a) Where a member has failed to renew their membership by March 31 and has continued practicing podiatry in violation of the Act, a penalty of \$500.00 will be imposed.
- (b) This penalty is in addition to the registration renewal fee.
- (c) This penalty applies to any calendar year, or part of a year, when a person practices podiatry in Manitoba while not registered with the college.

3.9.7 Reinstatement

A member whose registration has been suspended under clause 3.9.4 (a) or (b) is eligible for reinstatement by the college where the former member:

- (a) applies for renewal of registration in the form required by the board not later than six months following the expiration of his or her registration;
- (b) is not in contravention of the Act, the regulations, college policies or these bylaws;
- (c) provides proof of appropriate liability insurance coverage;
- (d) signs a declaration confirming that he or she has not practiced podiatry in Manitoba since March 31st or pays the additional penalty referred to in article 3.9.7; and
- (e) pays the annual registration fee and the additional penalty referred to in article 3.9.5 or 3.9.6.

3.9.8 Application fees

An application for registration must be accompanied by a \$150 fee to cover administrative costs associated with processing the application.

3.10 Legal counsel

The council or, with the approval of the council, a committee or panel, may retain legal counsel for the purpose of assisting the council, committee or panel in carrying out any power or duty under the Act, the regulations or the bylaws.

3.11 Annual and Special General Meetings

3.11.1 The annual general meeting must be held in Manitoba at a time and place determined by the council.

3.11.2 The following matters must be considered at an annual general meeting:

- (a) financial statements as completed by an accountant, and
- (b) the report of the council.

3.12 Notice of annual and special general meeting

3.12.1 The council must prepare and deliver notice of:

- (a) the annual general meeting to every member at least thirty (30) days prior to the meeting.
- (b) The council must prepare and deliver notice of a special general meeting to every member at least 10 days prior to the meeting.

3.12.2 Notice of the annual general meeting must include:

- (a) the place, day and time of the meeting;
- (b) the proposed agenda;
- (c) any motions proposed by the council;
- (d) any motions proposed by the members and delivered to the registrar prior to the mailing of the notice;
- (e) the proxy notice;
- (f) nominations, if any;
- (g) the minutes of the previous year's annual general meeting;
- (h) the annual financial statements as completed by the accountant; and
- (i) the council and committee reports.

3.12.3 Notice of a special meeting must include:

- (a) the place, day and time of the meeting and
- (b) the proposed agenda,

3.12.4 The accidental omission to deliver notice of a meeting to, or the non-receipt of a notice by, any member or council member entitled to receive notice of a general meeting, does not invalidate proceedings at that meeting.

3.13 Request for Meeting by Members

On receiving a written request from members under subsection 4(5) of the Act, the registrar will send to all members, at least thirty (30) days prior to the date of that meeting, notice of the request and a copy of it.

3.14 Proceedings at annual general and special meetings

3.14.1 In the absence of both the chair and the vice-chair of the council at a general meeting, an acting chair for the meeting must be elected by a majority of the voting members present.

3.14.2 A quorum is 40% (forty percent) +1 (plus one) of voting members present at a general meeting. At any annual, or special general meeting, members are considered to be present if participating in person, via teleconference or videoconference.

3.14.3 No business, other than the adjournment or termination of the meeting, may be conducted at a general meeting at a time when a quorum is not present.

3.14.4 Except as these bylaws otherwise provide, the most recent edition of "Call to Order: Meeting Rules, Procedures and Advice for Non-Profit Organizations" by Herb Perry governs the procedures at a general meeting.

3.14.5 A general meeting may be adjourned from time to time and from place to place, but no business may be transacted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

3.14.6 When a meeting is adjourned, notice of the rescheduled meeting must be delivered as in the case of the original meeting.

3.14.7 A voting member present at a meeting is entitled to one vote and the chair of the meeting, where the chair is a voting member, is entitled to one vote.

3.14.8 All voting shall be by a show of hands, provided that at any time before a vote is taken, the chair may order, or a voting member may move, that a ballot vote be held.

3.14.9 In the event of a tie vote, the motion is not passed.

3.15 Mail-in Ballots

Mail-in ballots are permitted when a member is unable to attend the Annual General Meeting at which an election for Council position(s) is to be held or the by-laws are to be amended or repealed.

3.15.1 Election for council position - procedure

3.15.1.1 When the number of nominees for election is greater than the number of positions to be filled, an election must be held.

3.15.1.2 If an election is to be held, each member receives a "Request for Mail-in Ballot" form with their notice of meeting. The form must be completed by

the member and sent to the registrar at least 14 days prior to the date of the meeting at which the election will be held to allow enough time to process the request, send the ballot to the member and have the ballot returned to the registrar.

- 3.15.1.3 When the request is received by the registrar, a ballot is sent to the member with a return envelope which is marked only with the member's registration number. This procedure is followed to ensure that members do not vote twice, if they decide to attend the meeting.
- 3.15.1.4 The member completes the ballot form and returns it in the envelope provided. Once the ballot is received by the registrar it is not opened. The member's number is recorded in order that the member is marked as having cast his/her vote. The envelope with ballot inside is left sealed and stored in a safe place until the AGM.
- 3.15.1.5 At the AGM, the envelope containing the ballot is opened at the same time as the other votes are being tallied.
- 3.15.1.6 A motion to destroy all ballots (including the mail-in ballots) is made at the AGM. Following the AGM, the ballots are returned to the registrar and shredded.

3.15.2 Amendment or repeal of by-laws - procedure

- 3.15.2.1 A motion to amend or repeal a by-law or part of it must be made and seconded by a member entitled to vote at an annual or special general meeting.
- 3.15.2.2 If the motion is to repeal all of the by-law, the motion must be accompanied by a document setting out the rationale for the proposed repeal.
- 3.15.2.3 If the motion is to repeal part of the by-law, it must clearly set out the part(s) to be repealed and must be accompanied by a document setting out the rationale for the proposed repeal.
- 3.15.2.4 If the motion is to amend part of the by-law, it must clearly set out the part(s) to be amended and the proposed amendment(s). It must be accompanied by a document setting out the rationale for the proposed amendment(s).
- 3.15.2.5 The motion to repeal or amend a by-law must be delivered to the registrar at least 45 days prior to the date of the meeting at which the by-law changes will be presented.
- 3.15.2.6 On receipt of a motion to repeal or amend a by-law, the registrar must deliver it to the members with the notice of meeting and include a "Request for Mail-in Ballot". The form must be completed by the member and sent to the registrar at least 14 days prior to the date of the meeting to allow

enough time to process the request, send the ballot to the member and have the ballot returned to the registrar.

- 3.15.2.7 When the request is received by the registrar, a ballot is sent to the member with a return envelope which is marked only with the member's registration number. This procedure is followed to ensure that members do not vote twice, if they decide to attend the meeting.
- 3.15.2.8 The member completes the ballot form, and returns it in the envelope provided. Once the ballot is received by the registrar it is not opened. The member's number is recorded in order that the member is marked as having cast his/her vote. The envelope with ballot inside is left sealed and stored in a safe place until the AGM.
- 3.15.2.9 At the AGM, the envelope containing the ballot is opened at the same time as the other votes are being tallied.
- 3.15.2.10 A motion to destroy all ballots (including the mailed in ballots) is made at the AGM. Following the AGM, the ballots are returned to the registrar and shredded.

3.16 Notice to public representatives

Every notice or mailing provided to the general membership of the College must also be provided to each public representative serving on the council or a committee.

ARTICLE 4 COLLEGE RECORDS

4.1 Manner of disposal of College records containing personal information

The council must ensure that a college record containing personal information is disposed of only by:

- (a) Effectively destroying a physical record by utilizing a shredder or by complete burning;
- (b) Erasing information recorded electronically on a computer or stored by electronic methods on audio or videotapes, disks, or cassettes in a manner that ensures that the information cannot be readily reconstructed;
- (c) Returning the record to the person the information pertains to; or
- (d) Returning the record to the member who compiled the information.