



Canadian Society of Clinical Neurophysiologists (CSCN)

Society Governance

General Information

CSCN Mission Statement

To promote and encourage all aspects of neurophysiology, including research and education in neurophysiology, as well as assessment and accreditation in the field of clinical neurophysiology; To provide for annual scientific sessions to promote the knowledge and practice of clinical neurophysiology.

About CSCN

The CSCN began as the Canadian EEG Society and was later named the Canadian Society of Clinical Neurophysiologists and incorporated in 1990. Today, the CSCN has approximately 275 members and represents clinical neurophysiologists in Canada.

A council of six directors manages the property and business of the CSCN. The President and Vice-President sit on the Board of Directors of the Canadian Neurological Sciences Federation (CNSF).

The council appoints a member representative to sit on the Publications Committee of the Canadian Journal of Neurological Sciences for a term of four years, and a member to sit on the Professional Development Committee for a term of three years.

The council also elects two member representatives to sit on the Scientific Program Committee of the CNSF.

EEG/EMG Examination Information

The CSCN provides physicians with the opportunity to take exams in EEG and/or EMG.

The CSCN conducts an examination in EEG and EMG. Successful applicants receive a certificate from the CSCN and are invited to join the Society.

The purpose of offering the exams is to maintain a high standard of competence in EEG and EMG across Canada. Please go to the EEG/ EMG Examination section of the CNSF website to download: detailed information, reading lists, suggested preparation courses and application forms or contact:

Marika Fitzgerald
Tel: (403) 229-9544
E-mail: marika-fitzgerald@cnsfederation.org.

CSCN Committees

Executive Committee

The Executive Committee is composed of the President, the Vice-President and the Secretary-Treasurer.

Nominating Committee

The Nominating Committee is comprised of Executive Committee members who submit nominations for any officers and/or Councilors to be elected at the Annual Congress.

Membership Committee

The Membership Committee, comprised of Executive Committee members, approves membership applications throughout the year.



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General Information (con't)

Conditions of Membership

Membership in the Society shall be limited to persons interested in furthering the objectives of the Society.

CSCN Membership Application Process Those who successfully pass the CSCN EEG or EMG exam will be invited to join the CSCN. Other applicants must use the official CSCN Application form available on the this site.

The CSCN requires the names and signatures of two Active CSCN Society members in support of the applicant.

New applications are reviewed and approved by the CSCN Membership Committee.

CSCN Memberships Categories

Active Member

A) Clinical

Active Members (Clinical) are physicians who shall have:

- Royal College of Physicians and Surgeons of Canada certification in Neurology, Pediatric Neurology, Physical Medicine & Rehabilitation (PM&R), Neurosurgery or Orthopedics, or a related specialty, or an equivalent diploma, or a PhD degree in a basic sciences area related to the field of testing performed; and
- Successfully passed their respective CSCN exam in EEG and/or EMG.

B) Research

Applicants will have distinguished themselves by scientific contributions to the basic scientific aspects of EEG, EMG or clinical neurophysiology and will normally hold an MD or PhD degree or their equivalent. A CSCN exam in EEG/EMG is not required.

Associate Member

Applicants must have an MD or PhD degree or their equivalent, and are electroencephalographers, electromyographers or clinical neurophysiologists who are engaged in the practice of clinical EEG, EMG or clinical neurophysiology or in electroencephalographic, electromyographic or clinical neurophysiological research but who do not meet the criteria for active membership.

Retired Members

Retired Members are Active Members of the Society who are no longer earning income from clinical practice. Active Members must contact the CNSF office to receive a change to Retired Membership status.



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CACN Responsibilities

Chief Examiner, EEG

Chief Examiner – Term

- Position to be held for three years, subject to review by the CSCN Council.

Duties and Responsibilities of the Chief Examiner

- Prepares and organizes the annual CSCN EEG examination and content, in conjunction with the EEG exam committee, offering it in both official languages.
- Reviews all candidates' applications ensuring the appropriate qualifications of the candidates have been met.
- Selects examiners to ensure broad representation across the country and of different required skills.
- Communicates with the Secretariat of the Canadian Neurological Sciences Federation (CNSF) to ensure the content and administrative aspects of the EEG exam are met, to include: Publishing the notice of the exam in the Canadian Journal of Neurological Sciences and on the CNSF website.
- Coordinates with the local examiner: exam location, materials and administrative support.
- Prepares a written and formal report of the EEG exam and the successful candidates, to be presented to the EEG Section Chair, and the CSCN Council.
- Chairs the annual EEG Examination Committee meeting.
- Sits on the Council of the CSCN as a non-voting member.
- Submits financial and budget proposals (including exam fees) yearly to the CSCN Council, for approval, with the goal of the EEG examination to be revenue neutral, over the long term.

Chief Examiner, EMG

Chief Examiner – Term

- Position to be held for three years, subject to review by the CSCN Council.

Duties and Responsibilities of the Chief Examiner

- Prepares and organizes the annual CSCN EMG examination and content, in conjunction with the EMG exam committee, offering it in both official languages.
- Reviews all candidates' applications ensuring the appropriate qualifications of the candidates have been met.
- Selects examiners to ensure broad representation across the country, and across the specialties of psychiatry and neurology.
- Liaises with the Secretariat of the Canadian Neurological Sciences Federation (CNSF) to ensure the content and administrative aspects of the EMG exam are met, to include: Publishing the notice of the exam in the Canadian Journal of Neurological Sciences and on the CNSF website.
- Coordinates with the local examiner: exam location, materials and administrative support.
- Prepares a written and formal report of the EMG exam and the successful candidates, to be presented to the EMG Section Chair, the CSCN Council.
- Chairs the annual EMG Examination Committee meeting.
- Chief Examiner sits on the Council of the CSCN as a non-voting member.
- Submits financial and budget proposals yearly to the CSCN Council, for approval, with the goal of the EMG examination to be revenue neutral.



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CSCN Responsibilities

President

Term

- Two years

Responsibilities

- Leads the CSCN Governing Council in steering the society's direction, mission and goals.
- Leads the society in formulation of new policies, procedures and programs.
- Knows and understands the bylaws of the CSCN and ensures the council adheres to its bylaws.
- Ensures that all orders and resolutions of the council are carried out.
- Provides leadership to the council.
- Acts as Chair at Council meetings and teleconferences, Executive Committee Meetings, and the Annual General Meeting of the society.
- Ensures that meetings have a quorum in order to hold a legal vote (four for council meetings; 12 Active members present at the Annual General Meeting or by proxy).
- Determines when discussion of an issue or motion is complete and calls for a vote on that issue or motion. Announces the result of the vote to meeting.
- Keeps meetings on topic by summarizing issues.
- Represents the CSCN on the CNSF Board and the CNSF Governance Committee.

Duties

- Prepares for and chairs all CSCN Council meetings.
- Prepares for and chairs the society's Annual General Meeting.
- Participates in, and chairs, teleconference calls, as required.
- Participates in e-mail discussions, as required.
- Prepares for and attends the CNSF Board and Committee meetings.
- As a member of the Nominating Committee, submits nominations for each position that is vacant on Council.
- As a member of the Membership Committee, reviews and approves membership applications throughout the year.

Vice-President

Term

- Two years (then moves to President)

Responsibilities

- Familiar with the bylaws of the CSCN and the operation of the Society.
- In the absence or disability of the society President, the Vice-President shall perform the duties and exercise the powers of the president.
- Represents the CSCN on the CNSF Board and the CNSF Audit Committee.
- In conjunction with the President and the Secretary-Treasurer (the Executive Committee), carries out the instructions arising out of the meetings.

Duties

- Prepares for and attends all CSCN Council meetings.
- Prepares for and attends the society's Annual General Meeting.
- Participates in teleconference calls, as required.
- Participates in e-mail discussions, as required.
- Prepares for and attends the CNSF Board and Committee meetings.
- As a member of the Nominating Committee, submits nominations for each position that is vacant on Council.
- As a member of the Membership Committee, reviews and approves membership applications throughout the year.

Secretary-Treasurer

Term

- Two years (then moves to Vice-President)

General Responsibilities

- Familiar with the bylaws of the CSCN and the operation of the society.
- Acts as recording secretary at meetings for the society.
- Takes attendance and ensures there is a quorum for any votes.
- Records the proceedings of the society's Council and Annual General Meeting, including motions and issues presented for discussion, the call for a vote and the results of any vote.
- Prepares the minutes of meetings and forwards to the Secretariat office for distribution and inclusion in the Society minute book. (s/b within six weeks of the meeting.)
- In conjunction with the President and the Vice-President (the Executive Committee), carries out instructions arising out of the meetings.
- Assists in the preparation of the annual operating budget of the Society.
- Advises the Secretariat of any revisions to the Society bylaws.
- Reviews financial reports as submitted by the Secretariat and presents the financial statements to council and the general membership for approval.

Duties

- Prepares for, attends and acts as recording secretary for society Council meetings and the Annual General Meeting.
- Prepares for, attends and acts as recording secretary for society teleconference calls, as required.
- Participates in e-mail discussions, as required.
- Advises the Secretariat of any pertinent business that will impact annual budget.
- Presents financial statements to the membership at the Annual General Meeting for approval.
- Records and notifies the Secretariat of new council members, committee members, and executive.
- As a member of the Membership Committee, reviews and approves membership applications throughout the year.
- As a member of the Nominating Committee, submits nominations for each position that is vacant on Council.

Councilors

Term

- Two years

Responsibilities

- Familiar with the bylaws of the CSCN and the operation of the society.
- Knowledgeable about the CNSF and its programs and services.
- Oversees the business affairs of the CSCN.
- Approves annual financial statements and budgets.
- Approves long-range plans incorporating the mission and goals of the organization.
- Authorizes expenditures on behalf of the CSCN.
- Stands for committees as requested by council.

Duties

- Prepares for and attends all CSCN Council meetings.
- Prepares for and attends the society's Annual General Meeting.
- Participates in teleconference calls, as required.
- Participates in e-mail discussions, as required.



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Terms of Reference– EMG/EEG Sections

Terms of Reference

The Canadian Society of Clinical Neurophysiologists (CSCN) will have two sections – the “EEG Section and the “EMG Section

Purpose

- The sections will discuss matters of professional interest to members of CSCN who have an interest in either EEG or EMG or both.

Accountability

- Each section is accountable to the Council of the Canadian Society of Clinical Neurophysiologists and will report to the Council and the general membership once a year at the annual scientific meeting of the Canadian Neurological Sciences Federation.
- Each section will concern itself with the EEG or EMG issues of national interest, and can vote on any issues before it. Such resolutions must then be brought forward for approval by the Council of CSCN.

Authority

- Each section has the authority to elect a chair and secretary
- The section does not have the authority to approve budget expenditures without the prior approval of council.

Committee Membership

- Membership in each section will be determined according to the criteria governing membership as outlined in the bylaws of the CSCN. In addition, membership in the EEG or EMG sections will depend on the specific interest of the member.

Governance

- Each section will have its own elected Chair and Secretary, who will be elected by the members of the section for periods of no longer than two years. The Chair and Secretary will sit on the Council of the CSCN as councilors.
- Elections will be held during the Annual General Meeting on alternate years.
- Only Active members of the CSCN section will have the right to be elected.
- Associate and other members would have the right to vote but not to stand for election.

Duties of Chair

- Chairs the meeting of the section according to proper procedure as outlined in the Society Procedure Manual and in the society’s section on the Canadian Neurological Sciences Federation (CNSF) website.
- Reports on the activities of the section to the CSCN Council at their meetings and to the CSCN membership at their Annual General Meeting, if the section Secretary-Treasurer is unable to attend.
- Submits nominations for the positions of Chief Examiners for EEG or EMG, as required, to the CSCN Nominating Committee.

Duties of Secretary

- Takes minutes of the proceedings of the section meeting and records all motions, and the results of voting as per the information on taking minutes outlined in the Society Procedure Manual and in the society’s section of the CNSF website.
- Brings forward any business to the CSCN Council that requires the approval of Council, especially any matters that involve expenditures of money.
- Distributes the section meeting minutes to the Secretary-Treasurer of the CSCN and reports to the Council of the CSCN and the general membership at their Annual General Meeting on the proceedings of the section meeting.