

NATIONAL COUNCIL OF WOMEN OF CANADA **PROCEDURES MANUAL**

PREAMBLE

The Procedures Manual of the National Council of Women of Canada (NCWC) sets out the procedures for implementing the By-Laws and Standing Rules. Article and section numbers correspond, where possible, to article and section numbers in the By-Laws and Standing Rules.

ARTICLE I – INSIGNIA

Section 1: Bow

Bow pins and bars are available from the National Office. Orders should be placed well in advance of need as not every item is kept in stock.

ARTICLE II - OBJECT

ARTICLE III - MEMBERSHIP

Section 1: Method of Federating

A. Formation of New Local Councils of Women

Process

1. Initial Contact

Persons interested in forming a new LCW should contact the NCWC National Office which in turn will contact the NCWC President and the Membership Convener. A LCW Start up Kit shall be sent out immediately and, if possible, a nearby contact person alerted. Where there is a Provincial Council, its President should be alerted and requested to send information such as PCW fee structure, recent Brief to the Provincial Government and response, and meeting schedule.

2. Council Start Up

(i) The following should be provided to any group proposing to start a new LCW:

a) Information Material:

- Letter from NCWC Membership Convener outlining benefits and responsibilities of membership
- NCWC Information Package
- Current Newsletter – this is also available on the web site
- Brief account of structure of LCWs, PCWs, and NCWC – also available on the web site
- Copy of Common Constitution for LCWs
- List of projects undertaken by other LCWs recently – also available on website
- Sample list of organizations that belong to LCWs in other communities

- Fundraising ideas used recently by LCWs
 - Sample By-laws of LCWs.
- b) Application for seed money
- c) Official membership application form
- (ii) Start-up Meetings – Guidelines
- a) Contact local organizations re possible formation of LCW. Look at Policy Highlights sheet so that groups invited will likely be able to co-exist with NCWC policy. Also refer to list of organizations that belong to other LCWs. Make personal contact with all potential members.
- b) Call meeting of every organization which seems interested including interested individuals as well. Contact the Membership Convener to arrange for a representative(s) from NCWC and or PCW to speak. Arrange to meet again in the future to get the reaction after those who have been at the first meeting have been able to discuss it with their local organizations. It must be emphasized that membership does not threaten their autonomy in any way. Emphasize strength in numbers. Issues can be tackled that were too big for one organization to deal with.
- c) Call the second meeting (4-6 weeks later) to assess reactions. Have a NCWC speaker at this meeting to answer questions. If enough interest (i.e. three local groups ready to proceed) plans should be made to call an inaugural meeting to elect interim officers. In the meantime, continue to encourage others to join. The NCWC Membership Convener may need to attend meetings of local groups, which have expressed an interest in possibly joining in order to answer questions and explain how NCWC works.
- d) Application for Seed Money (for an amount up to \$200). Application must indicate need for and specific use to be made of funds. For example, it could be used for hall rental, speaker or advertising. The application must be approved by the Membership Convener prior to being processed. Substantiating receipts will be required for NCWC Auditor.
- e) Inaugural meeting should be held as soon as possible. It is important to try to have one or two more groups than minimum required so that if a group withdraws at the last minute, the whole project doesn't fall through. Try to make this an event:
- representative from NCWC if possible
 - press, photos
 - signing of official application form by Presidents of Organizations
 - collecting of fees
 - election of Interim Officers – it is important to keep the number of Interim Officers to a minimum. Announce length of interim term and when next election will be.
- Establish a project committee having at least one person from each Federated Organization. Projects of Common Concern are important in creating a cohesive group. Try to concentrate on local concerns aiming to make a difference locally.
- f) Membership Application Process:
- Membership Application - The interim President of a newly formed Council will sign the application indicating agreement with the aims of NCWC. A payment of \$25 for

first year fees should accompany the official application as an indication of good faith and in order to be considered an LCW in good standing. If accepted the new Council will be recognized as a member at the next NCWC AGM.

- Fee Schedule: Year 1 - \$25 required in year of formation
Year 2 - regular fee schedule goes into effect
Article X, Section 2 from NCWC Standing Rules explaining Fee Schedule
- By-Laws – by the second year the new LCW Constitution Convener should be able to draft suitable By-Laws to be ratified at the new LCW's AGM. Copies are sent to the National Office and to the NCWC Constitution Convener.

3. Funding

Funds needed for communication, local expenses, NCWC and PCW fees, registration at NCWC and PCW meetings, travel, may be derived from:

- fees assessed Local Federates and individual members
- donations
- Fundraising project - it is important to not interfere or compete with LCW Federates. Look for something unique and appropriate - perhaps a combination project and fundraiser.

4. Follow-Up

Upon receipt of official application and \$25 fee, NCWC National Office will:

- send a welcoming letter from NCWC President indicating that they will be recommended for acceptance at the following AGM
- send an official Membership Package including NCWC Constitution, By-Laws, Standing Rules and Procedures Manual, Policy Book, sample budgets and financial statements, current newsletter, and any pertinent NCWC mailings recently sent out.
- list new LCW as part of NCWC,
- add the new LCW to the NCWC mailing list to receive all mailings sent out to LCWs in good standing.
- notify the Newsletter Editor so that information about the new LCW is included in the next Newsletter
- notify the PCW President (where there is a PCW), so that she can send pertinent PCW information to the new LCW.

B. Formation of New Provincial Councils of Women

Process

1. Initial Contact

People interested in forming a PCW should contact the NCWC National Office which will in turn contact the NCWC President and Membership Convener. A PCW Start Up Kit should be sent out immediately and, if possible, a nearby Provincial contact person alerted.

2. PCW Start-up

(i) The following should be provided to any group proposing to start a new PCW:

- a) Information Material

- Letter from NCWC Membership Convener outlining benefits and responsibilities of membership
 - NCWC Information Package
 - Current Newsletter – also available on the web site
 - Common Constitution for PCWs
 - Sample list of organizations that belong to PCWs in other provinces
 - Fundraising ideas used recently by other Provincial Councils
 - Sample By-laws of other PCWs
- b) Application for seed money
- c) Official membership application form
- (ii) Start-up Meetings - Guidelines
- a) Contact LCWs and POSs re possible formation of PCW. Make personal contact with all potential members.
- b) Call meeting of all LCWs and POSs that seemed interested. Contact the Membership Convener to arrange for a representative from NCWC or a PCW to speak. Arrange to meet again in the future to get their reaction after those who have been at the first meeting have been able to discuss it with their organization. It must be emphasized that membership does not threaten the autonomy of their organization in any way. Emphasize strength in numbers. Together you can have an impact on Provincial legislation.
- c) Call the second meeting (as soon as practical) to assess reactions. Have a NCWC speaker at this meeting to answer questions. If enough interest (ie. three groups ready to proceed) plans should be made to call an inaugural meeting and to elect interim officers. In the meantime, continue to encourage others to join. NCWC Membership Convener may need to attend meetings of LCWs or POSs to answer questions and explain how NCWC works.
- d) Application for Seed Money (for an amount up to \$500). Application must indicate need for and specific use to be made of funds. For example, it could be used for hall rental, speaker or advertizing. An application for seed money must be approved by the Membership Convener prior to being processed. Substantiating receipts will be required for NCWC Auditor.
- e) Inaugural Meeting should be held as soon as practical. Try to have one or two more groups than minimum required so that if a group withdraws at the last minute, the whole project doesn't fall through. Try to make this an event:
- representative from NCWC
 - press, photos
 - signing of official application form by Presidents of Organizations
 - collecting of fees
 - election of Interim Officers - keep number of Interim Officers to a minimum, announce length of interim term and when next election will be.
- f) Membership Application Process:
- Membership Application - A fee payment of \$50 for first year fees should accompany this official form as an indication of good faith and in order to be

considered a PCW in good standing. The new Council will be given their charter at the next NCWC AGM.

- Fee Schedule: Year 1 - \$50
Year 2 - regular fee schedule goes into effect.
Article X, Section 2 from NCWC Standing Rules explaining Fee Schedule.
- By-Laws – by the second year the new PCW Constitution Convener should be able to get suitable By-Laws in place and have them ratified at the new PCW's AGM. Copies of the By-Laws are sent to the National Office and to the NCWC Constitution Convener.

3. Funding

Funds needed for communication, NCWC fees, registration at NCWC meetings, travel, may be derived from:

- fees from Provincial Federates
- donations
- fundraising project

4. Follow-Up:

Upon receipt of official application and \$50 fee, NCWC National Office will

- send a welcoming letter from NCWC President stating that the new PCW will be recommended for acceptance at the next NCWC AGM
- send an official PCW Membership Package including NCWC Constitution, By-Laws, Standing Rules and Procedures Manual, Policy Book, sample budgets and financial statements, current newsletter, and any pertinent NCWC mailings recently sent out
- list new PCW as official part of NCWC
- put new PCW on NCWC mailing list to receive all mailings sent out to PCWs in good standing
- notify the Newsletter Editor so that information about the new PCW is included in the next Newsletter

C. Formation of New NCWC Study Groups

Process

1. Initial Contact

People interested in forming a NCWC Study Group should contact the NCWC National Office which in turn will contact the NCWC President and the Membership Convener. A NCWC Study Group Start Up Kit should be sent out immediately and, if possible, a nearby contact person alerted.

2. NCWC Study Group Start Up:

- (i) The following should be provided to any group proposing to start a new NCWC Study Group:
 - a) Information Material
 - Letter from NCWC Extension and Membership Convener outlining benefits and responsibilities of membership
 - NCWC Information Package

- Current Newsletter.
 - Fundraising ideas used recently by other NCWC Study Groups or LCWs
- b) application for seed money
- c) official membership application form
- (ii) Start-up Meetings for a New NCWC Study Group
- a) Contact individuals re possible formation of NCWC Study Group.
- b) Call meeting of everyone who seemed interested. Arrange to meet again in the future to get their reaction after those who have been at the first meeting have been able to think about the possibility of starting a new NCWC Study Group. Emphasize strength in numbers. Issues can be tackled that were too big for one individual to deal with.
- c) Second Meeting should be called as soon as practical to assess reactions. Have a NCWC speaker at this meeting to answer questions. If enough interest (ie. five individuals ready to proceed) plans should be made to call an inaugural meeting to elect interim officers. Chairperson and Secretary/Treasurer are all that is needed. In the meantime, continue to encourage others to join.
- d) Application for Seed Money (for an amount up to \$50) Application must indicate need for and specific use to be made of funds. For example, it could be used for hall rental, speaker, or advertizing. An application for seed money must be approved by the Membership Convener prior to being processed. Substantiating receipts will be required for NCWC Auditor.
- e) Inaugural Meeting should be called as soon as practical. Try to have one or two more individuals than minimum required so that if someone withdraws at the last minute, the whole project doesn't fall through. Try to make this an event:
- signing of official application form
 - collecting of fees
 - election of Interim Officers. Keep number of Interim Officers to a minimum, announce length of interim term and when next election will be.
- Establish a project committee. Projects of common concern are important in creating a cohesive group. Try to concentrate on local concerns aiming to make a difference locally.
- f) Membership Application Process
- Membership Application - The interim President or leader of the newly formed NCWC Study Group will sign the application indicating agreement with the aims of NCWC. A fee payment of \$25 for first year fees should accompany this official application as an indication of good faith and in order to be considered in good standing.
 - Fee Schedule: Year 1 - \$25
 Year 2 - regular fee schedule goes into effect.
- Article X, Section 2 from NCWC Standing Rules explaining Fee Schedule

3. Funding

Funds needed for communication, NCWC fees, registration at NCWC meetings, local expenses, travel, may be derived from:

- fees assessed individuals
- donations
- fundraising project

4. Follow-up:

Upon receipt of official application and \$25 fee, NCWC National Office will:

- send a welcoming letter from NCWC President stating they the new NCWC Study Group will be recommended for acceptance at the next NCWC AGM.
- send an official Membership Package including NCWC Constitution, By-Laws, Standing Rules and Procedures Manual, Policy Book, sample budgets and financial statements, current newsletter, and any pertinent NCWC mailings recently sent out.
- list new NCWC Study Group as part of NCWC
- put new NCWC Study Group on NCWC mailing list to receive all mailings sent out to NCWC Study Groups in good standing.
- notify the Newsletter Editor so that information about the new NCWC Study Group can be included in the next Newsletter

Section 2: Relationship to NCWC

The following cross-references are provided for items in the Standing Rules:

A. Local Councils of Women

- Fees and Assessments (Article X Section 2A)
- Resolutions (Article V Section 1A)
- Use of Policy by Federates (Article V Section 3B)
- Discontinuance of Membersip (Article III Section 5)
- Dissolution (Article XIII).

B. Provincial Councils of Women

- NCWC Fees and Assessments (Article X, Section 2A)
- Resolutions (Article V, Section 1A)
- Use of Policy by Federates (Article V, Section 3B)
- Discontinuance of Membership (Article III, Section 5)
- Dissolution (Article XIII)

C. Nationally Organized Societies (NOS)

- NCWC Fees and Assessments (Article X, Section 2A)
- Resolutions (Article V, Section 1A)
- Use of Policy by Federates (Article V, Section 3B)
- Discontinuance of Membership (Article III, Section 5)

As Federates of NCWC, NOSs are encouraged to:

- submit resolutions
- submit items for the newsletter
- nominate suitable members of their organization for office in NCWC

- participate in the AGM
- communicate with the President of NCWC on issues of general concern and the Vice-President Administration on administrative issues

ARTICLE IV – GOVERNANCE

ARTICLE V - POLICY

Section 1: Policy Development

A. Resolutions

Note: These procedures are also contained in the Resolution/Policy Development Manual.

(i) Initiating Resolutions

- Choose a new or emerging issue that is National in scope and check to see if policy already exists in the area.
- Research the issue from several different sources e.g., in the public library, government offices or publications, the internet, or from an expert in the field, looking at all sides of the issue.
- From the information collected, form a resolved clause, then the whereas clauses which give the rationale leading to the resolved clause.
- The number of whereas clauses should be kept to a minimum. Newspaper articles, unless they are the original work of the reporter, may spark interest in a subject, but should not be used as references for the resolution; it is best to use original publications.
- At least three (3) references should be used in forming the resolution. The background material should be as complete but as brief as possible, preferably not exceeding three pages in length.
- Additional background material may be forwarded to the Resolutions Convener in order to assist the Convener in the preparation of the Annual Brief to the Government.
- Consult widely to evaluate the resolution before presenting it to the LCW, PCW or NOS for approval. (See Resolution Example in the Appendix)

(ii) Specific Dates in Resolutions Process

| | |
|--------------|---|
| November 15 | Resolution Proposals (following the sample in the index) received by Resolutions Convener. |
| | Resolutions Convener and her committee ascertain that the proposed resolutions adhere to the criteria, inform the proposers of this fact and recommend any improvements or additional material needed |
| | Resolutions Convener advises Standing Study Committee Conveners of accepted resolutions relevant to their committees and asks for comment. |
| December 15: | NCWC National Office receives proposed resolutions ready for formatting and printing. |
| January 10: | The complete resolutions are circulated to the Voting Body. |

- March 31: Proposed amendments and updates (see Appendix for definition) must be received by Resolutions Convener.
Emerging Issues Resolutions must be received by Resolutions Convener.
- At AGM: Emerging Issues Resolutions received on topics arising after March 31 must be submitted to the Convener via fax or email no later than two (2) weeks prior to the AGM with all supporting documentation. No Emerging Issues Resolutions will be accepted at the AGM. Submitter brings 80 copies.
- July 15: Resolutions Convener submits amended version of resolutions to National Office.
New Policy and new Policy Updates (ie amended resolutions passed at AGM) (title listing and how to acquire full text) are put in next newsletter and posted on the web site.

(iii) General Action Plan for Resolution Follow-up

- a) A support and editorial committee of two (2) should be appointed to help the President prepare the Annual Brief to the Government. The Resolution Convener is a member of this committee.
- b) Emerging Issues Resolutions can concern current and urgent issues. In that case, the issue(s) on which policy has been adopted at the AGM through a two-thirds (2/3) vote can be forwarded immediately to the Government. Other policy and policy updates passed at the AGM form part of the Annual Brief that is sent to the Government.
- c) Other letters to be sent to specific ministers should have dates prioritized within two (2) weeks of the AGM.
- d) The Annual Brief to Government should be in the hands of the Prime Minister and the Minister responsible for the Status of Women and other relevant Ministers by October 30 at the latest.
- e) The call in the August 15th mailing for Resolution Proposals will constitute the Action Plan of the Resolutions Convener. The appeal will also be posted on the NCWC website. The Call may remind members of specific resolutions that have been returned for further study; also there may have been issues that arose at the AGM on which NCWC may need to develop policy.
- f) Letters of response from Government should be posted on the NCWC website and copies be available on request by fax or mail. A binder containing all correspondence with Government is available at the AGMs.
- g) The President includes in her report at the AGM the action taken regarding the resolutions in the past year and reports on any action taken by the Government following the presentation of the Annual Brief.

Section 3: Policy Implementation

- (i) Procedure for Meeting with Government

A minimum of two (2) members of NCWC shall attend any meeting with Government which has been approved by the President, and a report submitted to the National Office within two weeks of said meeting. The report is to be given to the President and posted on the NCWC website in order to keep the membership abreast of the activities of their officers.

(ii) How to Lobby

Refer to publication "Lobbying the Government? A Quick How To" which may be obtained from the National Office.

ARTICLE VI – BOARD OF DIRECTORS

Section 1: Responsibilities

The responsibilities to be followed by the Board are in the Board Manual.

ARTICLE VII – COMMITTEES

Section 1: Mentor

A. Process of Assigning a Mentor

- (i) When a Council or Study Group desires a mentor, NCWC National Office shall be advised. NCWC National Office shall immediately notify the President and Membership Convener.
- (ii) The NCWC Membership Convener shall call the President of the Council or Study Group to discuss the situation and, with the support of the Board, seek a suitable person to act as mentor. (See Standing Rules Article VII Committees Section 4 (vii) for Terms of Reference for Mentor)
- (iii) When an suitable mentor has been found and accepted by the Council or Study Group, the Mentor shall arrange for an initial meeting or conference call with the Council or Study Group.
- (iv) Following the initial fact-finding meeting, the Mentor will:
 - try to identify persons able to help find solutions
 - make suggestions for improving the situation
 - seek commitment from the members of the Council or Study Group that they will implement the suggestions
 - continue to meet as required
- (v) Throughout the whole process, the Mentor reports regularly to the Membership Convener and to the Board for support and/or advice.

Section 2: Guidelines for Participating in Coalitions and for Becoming Part of Government Committees

A. Criteria for Coalitions:

Each situation must be considered individually based on the following criteria whether initiated by NCWC or an outside body:

- (i) The issue, either current or emerging, is a priority for NCWC (for example, NCWC has policy in the area, the issue is on the public agenda, etc.)
- (ii) Objectives of the coalition are specific and clearly defined.
- (iii) Objectives of the coalition are consistent with NCWC policy and not in conflict with the mission of NCWC.
- (iv) Objectives of other member organizations are compatible with those of NCWC and their advocacy strategies are acceptable to NCWC.
- (v) The nature and extent of NCWC involvement is clearly understood by both NCWC and the coalition.
- (vi) Any expenses to be incurred by NCWC for participating are identified and within NCWC budget.
- (vii) A NCWC person with necessary expertise, skills, knowledge and available time can be identified and recruited to be the representative.
- (viii) The coalition time-line necessary to meet its objectives is clear.
- (ix) Membership fees shall be paid according to Standing Rules, Article X Finance, Section 3 A (ii) a

B. Decision to Participate in a Coalition:

Once an invitation/suggestion to join is received by NCWC, the President, the relevant Vice President(s) and NCWC Convener(s) will examine the invitation using the above criteria. Their recommendation in writing, about participating in the coalition, will be taken to the Board. The information shall include the mandate of the coalition, its time-line, the estimated cost to NCWC, and the conditions which apply to NCWC's participation. The Board can decide to participate in a coalition and if so, the decision shall be brought to the next AGM for ratification.

C. Decision to Participate in Government Committee/Task Force:

The President in consultation with the relevant Vice President(s) and relevant NCWC Convener(s) will examine the invitation using the criteria in D below. A recommendation for acceptance will then be taken to a Board meeting or sent electronically if time is of the essence. The information shall include the mandate of the government committee/task force, the time-line and the financial compensation assured.

Note:

Each case involves balancing the benefits of participation against resources needed and any potential risk. NCWC must be extremely careful to maintain its independence and to retain control over policy statements with which its name is associated. NCWC reserves the right to withdraw whenever the direction of the coalition or government committee changes and becomes contrary to NCWC policy or practices.

D. Membership on Government Committees/Task Forces:

- (i) Membership on government committees/task forces should be actively sought in areas important to NCWC.
- (ii) NCWC's individual voice is maintained while providing input.
- (iii) A request from the government may include the request for a particular NCWC member. She should be considered along with other potential representatives.
- (iv) NCWC must ensure that the NCWC member appointed is knowledgeable about the subject of concern and all NCWC policy related to the topic, and is available to serve long-term. NCWC should try to ensure that travel, accommodation and other expenses of the appointee will be covered by the government.

E. Procedures:

- (i) Appointment of the Representative(s):
 - a) The final decision and the appointment of representative(s) is the responsibility of the Board.
 - b) Possible conflicts of interest should be thoroughly investigated before appointments are made.
 - c) When appointments are made, letters are to be sent to the outside body and to the representatives with notification of the appointment, a resume of the representative and the terms/conditions of the appointment. The Statement of Disclaimer and Protection of NCWC's name (stated in F and G) shall be included.

- (ii) NCWC Responsibilities:
 - a) The Board shall appoint a liaison VP for each representative. The VP shall liaise with the appointee on a regular basis to ensure that the appointee is fully aware of relevant NCWC policy and of any changes/additions to that policy.
 - b) The Board shall review membership in any coalition or government committee/task force annually or more often where there may be problems.
 - c) NCWC Office shall maintain an up-to-date list of all appointees to coalitions and government committees/task forces, the terms of reference for each membership, and other pertinent information, eg. the liaison VP, date appointed.
 - d) Local and Provincial Councils and Nationally Organized Societies shall be kept fully aware of all NCWC appointments to coalitions and government committees/task forces to facilitate the exchange of ideas and information.

- (iii) Responsibilities of the Appointed Representative(s)
 - a) Be knowledgeable of and speak only to existing NCWC policy.
 - b) Maintain an active liaison with her assigned VP. That contact should include:
 - information about the workings and actions of the group
 - information on developing issues
 - any statements of the group, possibility for further NCWC action
 - changes in the direction of the groupIf at any time she becomes concerned about the direction, action, or advocacy of the group, she shall report immediately to her liaison VP.
 - c) Refer requests for endorsement of public statements or actions to the President who in turn may consult with the Board.
 - d) Prepare an annual report for the NCWC Annual Meeting.
 - e) Notify her liaison VP if she is unable to continue the appointment.

F. Disclaimer:

NCWC's agreement to participate in any coalition or outside committee does not imply NCWC's acceptance or endorsement of either the organizations in the coalition or their policy stands. Further, while a NCWC representative serves in the coalition, NCWC does not necessarily accept the position(s) taken by the coalition on any particular issue(s) and always reserves the right to state so publicly even though there is a NCWC representative in the group.

G. Protection of NCWC's Name:

In any public communication by a group in which NCWC has representation, NCWC shall agree to have its name used only if there is NCWC policy on the matter. In cases of doubt, the President shall be consulted.

ARTICLE VIII – MEETINGS

Section 1: NCWC Annual General Meeting / Conference

It is to be noted that the AGM is a NCWC event and that NCWC has final decision on all arrangements.

A. AGM Preparation

Responsibility for an Annual Conference is shared between the NCWC National Office in consultation with the Board and the Host Council, whose work is assisted by its Local Arrangements Committee. It is necessary to have close consultation between the Host Council and the NCWC Board/President. All expenditures must be approved by the NCWC Board of Directors.

1. More Than a Year in Advance:
The NCWC Board will issue an invitation to LCWs to hold a future AGM in their cities. If more than one offer is received, the Board will decide which LCW will hold the next AGM. Invitations may be received and accepted several years in advance. As soon as the invitation is accepted, the National Office will provide information on how to go about organizing an AGM including NCWC requirements for facilities and accommodation.
2. Before the Fall Board Meeting:
 - a) The Host Council prepares a proposal, based on NCWC requirements, for the provision of facilities, accommodation, and special events, including estimated costs. The proposed special events must not conflict with the meeting's business agenda, which is determined by the Board.
 - b) The LCW representative, in consultation with the Treasurer shall prepare a preliminary budget based on the Host Council proposals.
3. At Fall Board Meeting:
The Board shall review the arrangements and budget proposed by the Host Council and make any recommendations for change. The Host Council will proceed with arrangements as approved.
4. Before Winter Board Meeting:
The Treasurer and LCW representative will review the draft budget, make any necessary revisions and identify any special needs for this AGM.
5. At Winter Board Meeting:
The Board will review the arrangements and budgets and set the Conference registration fee and the daily registration fee which should be sufficient to cover costs such as facilities, supplies, meals, and travel subsidies.

Note: Discussions re AGM that take place at Board Meetings need to be reported in full in the minutes, along with draft budgets.

B. Local Arrangements

The following notes are intended to clarify the division of responsibilities, and to assist the Host Council in its preparations.

1. Conference Facilities

- determine who is the Host Council liaison person
- arranged for by Host Council, based on specifications from NCWC
- financial responsibility of NCWC
- facilities must be accessible for delegates with disabilities or mobility problems
- determine if cost of meeting rooms is decreased based on number of hotel rooms booked

Facilities should meet the following requirements:

a) Plenary Sessions:

- conference room for 70 to 100 people
- seating arrangement should be "classroom style", meaning long tables for writing, and chairs; spillover seating can be chairs along the sides of the room
- head table with seating for 4 or 5; 2 or 3 table microphones
- lectern with microphone
- 2 or 3 floor microphones in aisles with clear access
- additional equipment if required

b) Office and Equipment

- lockable office, as convenient to the plenary room as possible
- operating telephone with connection for e-mail
- access to photocopier with paper
- stationery items - tape, staples, paperclips etc
- work tables

c) Provision should also be made for:

- registration area (see 2. Registration)
- smaller meeting room(s) for workshops or meetings, depending on agenda
- space for literature table, notice boards or displays (see 1 d) Guidelines for Signage)
- event area for sale(s) or auction [could be the Hospitality Room]
- hostess/hospitality room for snacks, relaxed socializing etc. Request Hotel/University to include the room without charge, or at a low rate.
- Space for refreshments during meeting breaks [see also B 4 Meals and Events b) Health Breaks]

Provision may be made for:

- meeting registrants arriving by train/plane
- pre- or post-conference tours and/or social events/companion events

d) Guidelines for Displays

- material must reflect NCWC policy and membership
- material must not violate human rights code
- signage to promote authorized sponsors only

2. Registration

a) Registration Forms and Information Sheets

- NCWC sets the Conference registration fee and the daily registration fee.
- Registration forms and information sheets are produced in the National Office and sent to members at least three months prior to the Annual Conference.
- Forms include: a) Proxy registration form
 b) Information about accommodation registration

[see also 3. Accommodation]

b) Registration Desk

- A registration desk should be located outside (as close as possible to) the plenary room and staffed throughout the meeting hours
- Three or preferably four persons are required during peak registration period: two persons to deal with official conference registration and credentials and distribution of docket and two to deal with local arrangements matters and distribution of ditty bags.
- Each full registrant receives a docket.
- Single-day registrants who pre register will receive a docket
- Walk-ins pay single-day registration but can not be guaranteed a docket.

c) Ditty Bags

Ditty bags should contain any information reflecting the local area about the accommodation, events, etc., which was not ready or was too detailed for the earlier registration package, as well as information about local points of interest to visitors. In addition, free hand outs such as pens, notepads, etc may be added.

3. Accommodation

- The Host Council in consultation with the National Office will arrange in advance for a block of rooms at a group rate.
- The Host Council will forward to the National Office all details related to room reservations in time for the mailing of conference registration packages. Directions to accommodations/conference are helpful.
- Individual registrants are responsible for booking their own accommodation in the venue(s) suggested by the Host Council (eg, hotel or university residence

Questions for the Host Council to consider:

- Is there an 800 telephone number for reservations?
- By what date are reservations required?
- Is a credit card number required to hold a reservation?
- Is breakfast included?
- Is it wheelchair accessible?
- Are there emergency medical facilities?
- Where is the parking? Is any cost involved?
- Are there smoking and non-smoking rooms?
- Where is the lost and found?

4. Meals and Events

- Some meals are part of the agenda, i.e. they have a speaker during a working lunch;
- Some meals are not included and delegates are on their own.
- Once decisions about all meal times have been made, a meal package may be made available
- It is preferable for meals during the conference to take place in a separate dining room, rather than trying to have the plenary room converted for eating use during a session (costs are a consideration)
- Information on special diet needs must be given in writing to the hotel staff. This could be a potential liability issue.

Other Things For Conference Organizers to Consider:

- a) Opening Reception:
- This is an important and can be a formal social event which can set the tone of the whole conference.
 - It is the responsibility of Host Council but (as a courtesy) arrangements should be confirmed with the NCWC Office/Board.
 - Sponsorship of the event by provincial or municipal governments is always welcome.
 - It can be an opportunity to highlight local talent and customs
 - It is also an opportunity to invite local dignitaries and to thank sponsors.

- b) Health Breaks during the Conference:
- The cost of coffee, tea, juice, and snacks can be added to registration fee
 - Coffee break sustenance provided by Host Council members and/or friendly sponsors keep costs lower

Possible sponsors should be contacted six months or so before the event, and those agreeing sent confirming letters some three months prior to the specific date(s). Sponsors should be invited to the opening reception and receive both public thanks and a written acknowledgement of their contributions.

- c) NCWCDO Annual Meeting:
- The NCWCDO Annual Meeting is usually combined with a luncheon or dinner.
 - The President of NCWCDO should consult with the NCWC President and the Host Council Local Arrangements Committee about the time and place.
 - There is a fee charged for those attending and profit or loss goes to NCWCDO. (This section to be expanded by Constitution Committee.)
- d) NCWC Banquet:
- This is part of the registration package and usually the most colourful social event of the conference
 - Implementation of the specification for the Banquet is done by the Host Council in consultation with NCWC Board/Office.
 - There should be a P.A. system in place for the evening's emcee and the guest speaker
 - Some sponsorship can be sought for table favours, door prizes, or a gift for the guest speaker.
- e) Interfaith Religious Service:
- This should be held in a quiet area.
 - There is not usually a large turn-out but is important to those members who do attend.
 - A list of service times for nearby places of worship would be appreciated
- f) Fundraisers: (Optional)
- This event is used to benefit the Host Council and NCWC Boutique sales.
 - Members should be asked to bring articles to sell
 - Promoting local arts and crafts is handy for those wanting to take home souvenirs.
- g) Miscellaneous:
- Morning Walk is enjoyed and well attended and is led by a member of the Host Council.

5. Volunteers/Conference Staff

- See AGM Positions and Functions Chart in Appendix.

6. Media/Public Relations / Web Site

- A Public Relations plan should be developed by the Host Council PR person in consultation with NCWC President, and NCWC PR person. The plan should include media meetings, press releases, press conferences, and media kits. The plan should indicate who does what and when. All these materials should be posted on the NCWC web site.
- It is useful to have an LCW related event to support the AGM Publicity
- Host Council media person and the NCWC media person will confer about arrangements for interviews and sending press releases re resolutions and actions being taken at the conference.
- For more than local coverage, the additional costs for press releases must be approved by the NCWC President or Board.

7. Next Steps: Information, Deadlines etc.

- Ensure all materials are submitted to National Office by the dates provided in the Calendar of Events provided by NCWC in the AGM Host Council Orientation package.
- Use the flow chart provided by NCWC to plan your time.
- Communication should be by e-mail or fax in order to ensure written records.
- The Host Council is required to submit a final report to NCWC by August 31.
- Registrants are requested to fill out the NCWC Evaluation Form received on the last day of the conference, and return it to the National Office as soon as possible. The VP Public Relations will send a summary to the Board and Registrants in the next mailout. (Evaluation form will be in the docket following the agenda)

10. Accounting

- No accounts will be paid on site.
- Pre-payment of bills may be made, if required, but a statement must be faxed to the National Office before cheques are sent out and the original forwarded by mail.
- Banquet tickets will be sold on behalf of NCWC and numbered. In addition to those distributed to registrants, the Host Council will receive a block of tickets which they may sell locally with the revenues to be submitted to NCWC.
- Complementary tickets will be provided for dignitaries.
- The contents of the ditty bags are the responsibility of the Host Council.
- All approved invoices are to be forwarded to NCWC for payment.

Notes/Suggestions

- Accommodation for President and staff is arranged and paid for by NCWC. Meals are on a per diem basis. (see Standing Rules Article VIII Section 3A (ix), Article X Section 1 (i) and Article X Section 3 E)
- Meeting planes/trains/buses is recommended and is a means of involving local people in Council activities.
- Tours provide an opportunity for the Host Council to make some money. If Host Council organizes its own unique tour there is a great money making opportunity. Tours must not conflict with the AGM program.

Section 2: Annual General Meeting

- (i) For Standing Rules For Annual General Meetings see Appendix D.

(ii) Producing AGM Minutes

The Minutes Committee Convener shall have one or two individuals, as she deems necessary, to take minutes and particularly when the Minutes Committee Convener needs to leave the room while the meeting is in session. The Minutes Committee Convener will brief her Committee members on her/their duties prior to the start of the AGM.

The Minutes Committee Convener shall produce a list of motions arising from the meeting and these will be sent to the Board, as well as a list of the designated tasks per individual within ten (10) days of the meeting.

Minutes of the AGM shall be produced by the Minutes Committee Convener and forwarded to the President and the Minutes Committee members for changes or amendments, by September 1 at the latest. Corrections/alterations shall be entered into the minutes, all such changes to be highlighted. Amended Minutes will be sent by the Minutes Committee Convener to the Board by October 1 at the latest to check for errors or omissions. When approved by all the Board, the minutes are sent to the Voting Body in the first mailing after October 31.

A signature block shall be included at the end of the minutes. The President and Minutes Committee Convener shall sign two (2) copies of the final version and one copy shall be sent to the Archives and one retained in the Office.

Amendments to previous minutes will be produced on a page(s) and appended to the front of the applicable minutes.

Section 3: International Council of Women Meetings

A. Selection of Delegates for ICW Triennial Meetings

In the year prior to an ICW Triennial Meeting, delegates are chosen as follows:

- (i) Request for nominations for delegates to the Triennial Conference shall be sent in the package of information about the AGM, to the Voting Body in the calendar year before a Triennial. The deadline for returning nominations shall be May 15. Each delegate will give a short presentation at a time specified in the agenda of the applicable NCWC AGM. When more than nine (9) delegates have been nominated, delegates shall be elected by ballot by eligible voters at an NCWC AGM. If fewer than nine (9) are nominated, these are deemed elected and the remaining delegates shall be nominated and elected at an AGM. If necessary, a vote shall be taken on the order for subsidy for those pre-nominated.
- (ii) In the event of an elected delegate being unable to attend, the person who came next below those of the delegates on the election returns shall be invited to take the person's place.

ARTICLE IX – NOMINATIONS AND ELECTIONS

Section 1: Procedures for Nominations and Elections

A. For Directors and For Standing Study Committee Conveners

- (i) The NCWC National Office, in consultation with the Nominations Committee Convener, shall send Nominating Papers to the Voting Body, including names of incumbent office holders, indicating eligibility for further nomination (By-Laws Article IX, Section 2).

- (ii) Nominating papers shall be returned to the Nominations Convener who shall then prepare a list of those nominated for each position and forward it to the National Office.
- (iii) Eligible nominees shall be notified by the Nominations Convener, through the National Office. The notification package will include up-to-date information on the responsibilities of the position(s), both general and specific and on financial support applicable to the position(s) to which people have been nominated.
- (iv) Each nominee shall send notice of acceptance or rejection to the Nominations Convener. If nominated for more than one position, the nominee shall indicate which nomination she chooses to accept.
- (v) The Nominations Committee may nominate where no nominations for a Directorship or Convenership were received, or when it considers further nominations are needed. The Nominations Convener may consult the Board for guidance in this situation.
- (vi) The Nominations Convener will notify the National Office of positions filled by acclamation and those for whom an election is needed. For any position, when there is only one nominee who has agreed to let her name stand for election, the Nominations Convener, will notify the nominee of her election by acclamation.
- (vii) When seven (7) or more members accept nomination for the position of Vice-President, or when two (2) or more members accept nomination for all other positions, the National Office, in consultation with the Nominations Convener, shall prepare and forward an official election ballot to each member of the Voting Body.
- (viii) The Bookkeeper shall notify the National Office and the Nominations Convener, of the eligibility of the Federates to vote. To be eligible, a Federate must have paid the annual fee for the year in which the election is taking place.
- (ix) The Voting Package sent out by the National Office shall contain:
 - biographical notes for all persons standing for election
 - the ballot for the positions being contested. Ballots shall be colour coded according to the weighted vote. Ballots shall be marked with the NCWC seal.
 - an envelope, addressed to the Returning Officer
 - an envelope addressed to the Nominations Convener c/o the National Office.
- (x) The Voting Package shall also contain:
 - a list of positions filled by acclamation with names of persons accepting
 - biographical notes of persons who have accepted
- (xi) Completed ballots must be sealed in the envelope addressed to the Returning Officer, which is included in the Voting Package, and returned to the Nominations Convener c/o the National Office. Note: Ballots sent by fax or e-mail are not accepted.
- (xii) The National Office, for the Nominations Convener, shall send the sealed ballot envelopes to the Returning Officer.
- (xiii) The National Office shall notify the Nominations Convener and the President of the number of Voting Packages sent out and the number of sealed ballot envelopes returned.

- (xiv) The Returning Officer shall advise the Nominations Convener, the President and the National Office of the result of the election, listing the names of the six (6) Vice-Presidents in alphabetical order and the names of Standing Study Committee Conveners in the alphabetical order of the Committees.
- (xv) The Nominations Convener, shall immediately notify all candidates of the results of the election and forward to the Board, through the National Office, a complete slate of those acclaimed and elected.
- (xvi) After the election is completed, if any vacancies exist, the Board may prepare, at the Pre-AGM Board Meeting, the names of members willing to fill these vacancies.
- (xvii) At the AGM, the names of those willing to fill vacancies shall be brought forward by the Board for ratification.
- (xviii) The Nominations Convener, or her designate, presents at the AGM, the slate of acclaimed and elected Directors and Conveners.
- (xix) If there has been no election for First Vice-President, see Standing Rules Article IX Section 5 Post AGM

Section 2: Specific Dates – see Standing Rules

ARTICLE X - FINANCE

Section 1: Disbursements

A. President's Fund

Modest gifts or cards may be sent, or small donations made to a charity to recognize a Council member (eg. Board, Staff, Life Member) on the occasion of a significant event (eg. retirement, marriage, birth, death). The decision to do so may be made by the President (or her designate), Funds shall be taken from a budget item called "President's Fund."

B. Board Travel Expenses

Entire travel expenses are covered for Directors attending Board Meetings including those held in conjunction with an AGM. These travel expenses include gas costs when travelling by car, parking costs, taxi, air, train or bus fare. Directors are expected to use the best rates available. If a ticket is non-refundable, cost of travel insurance is included; the cost of seat selection is not reimbursed.

Section 2: Pricing of Publications and Other Sales Items

- (i) The pricing policy for publications is as follows:
 - a. the lowest possible cost of publications for Individual Members and for Federates
 - b. fifty percent (50%) mark up over cost on publications for non-member individuals and non-member organizations.
- (ii) Sales items have a one hundred percent (100%) mark-up over cost.

- (iii) Postage and handling will be charged at twenty percent (20%) of the charge of the order being mailed.

ARTICLE XI – PUBLICATIONS AND COMMUNICATION

A. Information Kit

The Information Kit is used primarily for recruiting and publicity purposes. The VP Public Relations shall ensure that the material is updated regularly. It is a folder containing the following items:

- 1) Brochure
- 2) Coat of Arms symbol and explanation
- 3) Mission and Vision Statements
- 4) Description of NCWC
- 5) Fact Sheet
- 6) Key Achievements of NCWC
- 7) Policy Highlights
- 8) Persons Case
- 9) Organizational Positions
- 10) List of LCWs, PCWs and NOSs
- 11) Current Board of Directors
- 12) Profile of President
- 13) ICW Description and the names of member Councils in other countries

B. Newsletter

(i) Contents

The newsletter could contain the following items:

- A lead front page story
- President's message
- Government action
- In Memoriam
- Honours/recognition
- News from Conveners
- News from Councils
- News from NOSs
- ICW news
- Emerging Issues
- Issues of current interest related to ongoing interests
- Books of interest
- Spotlight on a Federate
- "Next Edition Look For----"
- Project updates
- Latest publications and web pages
- a disclaimer clause
- the deadline for receipt of items for next issue

Dates of publication and deadlines for submitting material are contained in NCWC Calendar of Events.

(ii) Who Receives the Newsletter

The newsletter is sent free of charge to the following:

- 1) Presidents of Local Councils
- 2) Presidents of Provincial Councils
- 3) Presidents and/or representatives of NOSs
- 4) Presidents of NCWC Study Groups
- 5) Board Members and Conveners
- 6) Individual Members
- 7) Honorary Life Members
- 8) Emeritus Life Members
- 9) Life Members
- 10) Friends of NCWC
- 11) A list of non-NCWC persons/organizations, which the Office keeps updated

(iii) Subscription Rate

For those other than listed above, the subscription rate is \$15.

- (iv)** The titles of all in-coming government correspondence should be sent to the NCWC Newsletter editor. Selected letters or portions of letters to the government should be posted on the NCWC web site and be available on request by fax.

INDEX TO APPENDIX

- A. Examples of Resolutions
- B. Definition of a Reiteration and an Update and examples thereof
- C. AGM Positions and Functions
- D. Standing Rules for NCWC Annual General Meetings
- E. Guidelines for Installation of NCWC Directors and Conveners of Standing Study Committees
- F. Guidelines for Conveners of Standing Study Committees of Local Councils of Women
- G. Contents of NCWC AGM Docket
- H. Forms used by NCWC
- I. List of Affiliated Organizations (Federates)

A. Examples of Resolutions

LEGALIZATION OF MIDWIFERY

- WHEREAS the approach to midwifery, a primary contact professionm is unique in the the care of mother and child, having distinct focus on the normal; and
- WHEREAS formal accreditation would provide the highest standard of midwifery; and
- WHEREAS the usual jurisdiction within the Canadian Health care system would give jurisdiction for the licensing of the profession of midwifery to the Provincial and Territorial Governments; therefore be it
- RESOLVED that the National Council of Women of Canada establish a policy of support of the profession of midwifery as a health care speciality; and be it further
- RESOLVED that the National Council of Women of Canada urge the Government of Canada to recognize the profession of midwifery as a health care speciality; and; and be it further
- RESOLVED that the National Council of Women of Canada urge the Government of Canada to encourage the the Provincial and Territorial Governments to enact licensing legislation for the profession of midwifery; and be it further
- RESOLVED that the National Council of Women of Canada encourage the Provincial Councils which have not yet taken a position on the legislation of midwifery, to study the subject and present recommendations to their respective governmentns. These studies should include investigation into the place of midwifery in the government health care systems and the relevant education requirements.

The following text is an example of a resolution that does not have a distinct statement of policy or principle being adopted but it does clearly demonstrate a text and its supporting Background information.

SEWAGE TREATMENT FACILITIES

submitted by the Montreal Council of Women

- WHEREAS an increased proportion of the growing population of Canada is moving to the larger urban areas; and
- WHEREAS these dense population centres will increase the waste load on the receiving waters where sewage is not effectively treated; and
- WHEREAS to improve the quality of Canadian waters, a greater number of advanced treatment installations is necessary; therefore be it
- RESOLVED that the National Council of Women of Canada urge the Government of Canada to:
- 1) include in the provisions of the National Housing Act, financial incentives for the construction of advanced sewage treatment facilities;

- 2) refuse to grant loans for collector systems or sewage treatment projects unless they maintain a high level of quality of effluent entering the receiving waters; and
- 3) establish national water quality objectives.

Background Material

From the years 1901 to 1966, the population of Canada grew from 5,592,000 to 21,015,000, and during the same period the percentage of the population living in urban areas increased from 37.5% to 73.6%¹. The projected population for the year 2001 is 41,368,000 with 94.1% in the urban centres².

The growing concentration of population and the resulting waste load far surpass the environment's natural capacity for recovery, and more sophisticated waste treatment will be required in all areas.

In the United States, federal grants and some state grants are given only if standards are met³.

The Central Mortgage and Housing Corporation of Canada makes loans to any provinces, municipality or municipal sewerage corporation for the purpose of assisting in the construction or expansion of a sewage treatment project⁴.

"Sewage Treatment Project" is defined as, "a project consisting of a trunk sewage collector system, a central treatment plant or both for the collection and treatment of sewage from one or more municipalities"⁵. It is still possible, therefore, to get a loan for a collector system alone, which subsidizes the perpetuation of pollution.

The Corporation grants forgiveness of a portion of the principal and a portion of the accrued interest with reference to the completion date of the project⁶. The Cabinet is empowered to make regulations it deems necessary under the Act⁷.

The concept of national water quality standards was rejected by the federal government during debate on the Canada Water Act⁸.

Recently, however, the power to set national ambient air quality objectives was included in the Clean Water Act⁹. This would provide a basis for co-ordination between provinces and would be most useful in the area of water.

Reference

¹DRS 1966 Census of Canada: Population, Rural and Urban Distribution. 1 (1-8) (Cat. 92-608, March 1968).

²Systems Research Group: Canada: Population Projection to the Year 2000. (Toronto 1970).

³Section 8, U.S. Public Law 660 - 84th Congress - as amended.

⁴National Housing Act, Chapter N-10, Section 51.

⁵National Housing Act, Chapter N-10, Section 50.

⁶National Housing Act, Chapter N-10, Section 52.

⁷National Housing Act, Chapter N-10, Section 54.

⁸Hansard, June 3, 1970, pp.7691-7692.

⁹Clean Air Act Bill C-224, Section 4.

B. Definition of a Reiteration and an Update and examples thereof

A **Reiterations** is a reaffirming of policy.

Example: In 1970 NCWC proposed a rejection of the family unit as a basis for taxation. In 1971 NCWC reaffirmed the importance of rejecting the family unit as a basis for taxation.

An **Update** is a reassessment of policy to make it more relevant or to refine it.

Example: In 1987, NCWC urged the Government of Canada to work with Provincial Governments to meet the needs of sexually abused children and their families. In 1997, the federal Government changed its methods of transferring social program payments to the provinces so that they did not require the money to be spent on social programs. Therefore, NCWC asked the Federal Government to develop national standards to ensure child protection.

Example In 1993, NCWC urged the Government of Canada to prohibit all water related commitments except the sale of bottled water in containers of 5 litres or less in size under NAFTA. In 2001, NCWC urged the Government of Canada to prohibit the export of bulk water by pipeline, tanker, bulk carrier or by inter-basin transfer and to assert sovereignty over Canadian water resources.

C. AGM Positions and Functions Chart

| | |
|---|---|
| President | Opens the meeting, ascertains that a quorum is present, announces business in correct order, reviews meeting procedure with delegates at opening plenary, ensures that motions are correctly written, puts motions to a vote, assigns the floor to delegates by naming them, enforces all rules, maintains order, responds to parliamentary inquires, points of order and any other motions that requires action from the chair, maintains impartiality, declares recess or adjournment |
| Parliamentarian Board Appointment | Advises the presiding officer on points of parliamentary procedure and Robert's Rules of Order |
| Vice President of Session Board Appointment | Replaces President should she need to be absent from the meeting, reviews Standing Rules for meeting, greets late arrivals, ensures audio, lighting and climate levels are at a comfortable level, takes notes on actions that need to be taken immediately and also those to be taken by the President |
| Minutes Committee Convener | Operates tape recorder, ensures all motions are submitted in writing, takes notes/minutes on the meeting |
| Minutes Committee members (1-2 as needed) | Assists in taking minutes in case of technical difficulties with equipment (backup), is backup for Minutes Committee Convener if she leaves the room. |
| Credentials Committee Convener Board Appointment | Tallies total number of votes according to the number and type of delegate registered and reports the vote count at the beginning of each plenary session. |
| Scrutineers (3 recommended, persons without voting status) | Tallies the number of votes (weighted vote) during the meeting. Compares number of votes to figures presented by Credentials Convener. |
| Runners (2 per day) | Obtain written motion from mover, ensure motion is properly fill out, have it signed by seconder, hand the motion to the Chair for the vote to be called |
| Timekeeper Board Appointment | Times the reports and discussion periods. |
| Constitution Convener | Presents proposed changes to By Laws as well as Standing Rules for ratification |
| Resolutions Convener | Presents the proposed amendments to the resolutions. |
| Resolutions Drafting Committee | Assists the Resolutions Convener in recommending which Emergency Resolutions qualify as such and assist in any required editing to resolutions. |
| Minutes Committee Convener + 2 Committee members (more if needed) | Takes adequate notes during AGM meeting so as to be able to review draft of minutes for errors/omissions. At least 2 always in the room throughout proceedings |
| Registration Desk Personnel (3) | Registers delegates, gives them their conference materials, tickets and ditty bags. |
| Hospitality Suite Personnel | Provides welcome and local area information to delegates |
| Plenary Hostess | Ensures that requests from the VP of Session regarding lighting, climate control and AV equipment are responded to immediately. |
| Logistics Person | Ensures that all equipment such as AV equipment is functioning properly prior to the meetings. |

D. Standing Rules for NCWC Annual General Meetings

1. With the exception of sessions dealing with finance, the Annual Meeting shall be open to the public, unless otherwise ordered by a two-thirds (2/3) vote of the Voting Body.
2. The Voting Body of NCWC is comprised of:
 - the Officers
 - Presidents or the appointed Representatives of the Federated Organizations (Local and Provincial Councils of Women, Nationally Organized Societies), NCWC Study Groups
 - NCWC Conveners
 - Honorary, Life, and Emeritus Life Members
 - Individual Members
 - Student Members

Voting shall be by designated colour cards, with voting count as follows:

- Federated Organizations – ten (10) votes
- NCWC Officers, Conveners and NCWC Study Groups - three (3) votes (but only one card for persons performing more than one national office)
- NCWC Life Members - two (2) votes
- Individual Members - one (1) vote.
- Student Members – one (1) vote

Twenty-five (25) members of whom at least ten (10) shall represent Federated Organizations shall constitute a quorum.

3. Only members of the Voting Body shall be entitled to propose or second motions and to vote. Accredited registrants may participate in discussions.
4. The Presiding Officer shall read the Motions to be voted on (call for a vote) from the written motion submitted by the “Mover.”
5. Each motion or amendment shall be written on a three-part memo and sent to the table: one (1) copy for the Minutes Committee Convener and one (1) for the Presiding Officer. The name of the seconder of the motion or amendment, if not already on the motion paper, shall be added by the Presiding Officer.
6. Voting shall be by a show of voting cards, by ballot or by division. The division of a vote may be decided by the Presiding Officer or on the request of three (3) Organizations.
7. The Credentials Committee shall report at the beginning of each Plenary Session:
 - the total number of the Voting Body, registered with credentials
 - the number of Federated Organization votes
 - the number of NCWC Study Group and LOS votes
 - the number of Officer and Convener votes
 - the number of Life Member votes
 - the number of Individual Member votes
 - the number of proxy votes
 - the number of Student Member votes
 - the total number of votes

8. A voting member who leaves prior to the adjournment of a session shall advise the Credentials Committee. The member may select a person to carry her vote and, if so, shall advise the Credentials Committee of that person's name. If the member leaves her voting instrument with the Credentials Committee and a vote is taken where the vote is close, the Credentials Committee will advise the Chair of the Meeting of the applicable variance in the voting numbers.
9. At a session at which a quorum is present the term "majority vote" shall mean more than half the votes cast by eligible voters, excluding abstentions. The term "two-thirds vote" shall mean at least two-thirds (2/3) of the votes cast by eligible voters, excluding abstentions.
10. In debate, a delegate shall not speak more than once or longer than three minutes on the same question on the same day. A delegate who wishes to speak shall go to the microphone, address the President, identify herself and wait for recognition by the Presiding Officer. Speakers shall adhere to the rulings of the Timekeeper.
11. No motion, recommendation or resolution which proposes new NCWC public affairs policy shall be in order if presented from the floor.
12. No new amendments to proposed NCWC Resolutions shall be in order. Only amendments to proposed amendments shall be accepted by the Presiding Officer.
13. Proposed Resolutions shall be adopted, amended or referred by a majority vote. The debate on each Resolution shall be twenty (20) minutes at which time the Resolution shall be tabled until all Resolutions have been debated. The Tabled Resolutions shall then be lifted from the Table for twenty (20) minutes more debate. The process shall be followed until all Resolutions have been put to a vote.
14. A motion may be made for a limited time extension on a resolution being debated if the Parliamentarian agrees that it is close to a vote.
15. A motion to refer a Resolution back to the originator for further study shall include the reason(s) for so doing.
16. An Emerging Issues is one which deals with an issue which has gained importance since the deadline for submissions of Resolutions and/or which requires action prior to the next Annual General Meeting. The adoption or amendment of Emerging Issues Resolutions shall be by a two-thirds (2/3) vote.
17. The President shall be advised twenty-four (24) hours in advance of any new business to be brought up under New Business in the final Plenary.

E AGM Conference Agenda Template for a four-day meeting

**NATIONAL COUNCIL OF WOMEN OF CANADA
ANNUAL GENERAL MEETING**

Date: -----

CONFERENCE AGENDA

Thursday date: -----

12:00pm - 5:00pm

6:30pm - 10:00pm

Registration Desk is open.

Opening Ceremonies for the ____ Annual General Meeting of the National Council of Women of Canada

Location of Reception

Vice President of Session -

Moment of Silence

Official Welcome from Hosting Council President

Greetings from local Politicians

Greetings from NCWC President

Motion to accept Emerging Issues Resolutions

Announcements:

In Memoriam - names to be given to Convener

Friday Date: -----

7:00am - 8:30 am

8:45am - 10:15am

Breakfast on own

Registration open from 7:30 to 8:30am.

First Plenary Session

Vice President of Session -

Opening Business - President

(President states names of members on Minutes Committee)

(Welcome any new affiliates / members)

In Memoriam

Introduction of Guests and Visitors :

Appointments for AGM :

Parliamentarian

Time Keeper

Scrutineers

Standing Rules for AGM *(Motion to Adopt)*

Adoption of Agenda *(Motion to Adopt)*

Minutes previous AGM *(Minutes Committee)(Motion to Adopt)*

Nominating Committee Report -

Constitution Committee -

10:15am - 10:40am

10:40am - 12:00pm

Refreshment Break -

First Plenary Session Resumes

Reports: President

Treasurer

Fundraising

Vice Presidents

Membership

Conveners

NOSs

12:30pm - 1:30pm

1:30pm - 3:15pm

Lunch -

Second Plenary Session

Vice President of Session -
Reports: Local & Provincial Councils, Study Groups
President reviews actions taken by the Board of Directors over the past year (Motion to approve the actions of the Board of Directors over the past year) (Motion to accept reports as presented)
Orientation: " How to write a Motion"
Introduction of Emerging Issues Resolutions

3:15pm - 3:40pm
3:40pm - 5:00pm

Refreshment Break -
Second Plenary Session Resumes
Policy Development - Resolutions

6:30 pm

NCWC Annual Banquet – can be done on the Friday or the Saturday evening

6:30 pm

NCWCDO AGM & Dinner – can be done on Friday or Saturday as a Luncheon Friday or Saturday (1½ hrs minimum at lunch)

6:30 pm

NCWCEF AGM & Dinner – can be done on Friday or Saturday as a Luncheon Friday or Saturday (1½ hrs minimum at lunch)

Saturday, Date: -----

7:00am - 8:30am

Breakfast on own
Registration open from 7:30 to 8:30am

8:45am - 10:15am

Third Plenary Session
Vice President of Session -
Policy Development - Resolutions

10:15am - 10:40am

Refreshment Break -
Third Plenary Session Resumes
Policy Development Resumes
Emerging Issues Resolutions

10:40am - 12:30pm

12:30pm - 1:30pm

Lunch -
Fourth Plenary Session
Vice President of Session -
Policy Development Resumes

1:30pm - 3:15pm

3:15pm - 3:40pm

Refreshment Break -
Fourth Plenary Session Resumes
Policy Development Resumes

3:40pm - 5:00pm

Sunday, Date: -----

8:00am - 9:00am

Breakfast on Own
Interfaith Service
Registration
Fifth Plenary Session
New Business
Policy Development Resumes

7:30 to 8:30am

9:00am - 10:15am

10:15am - 10:40am

Refreshment Break -
Fifth Plenary Resumes
Policy Development Resumes

10:40am - 12:30pm

12:30pm - 1:30pm

Lunch -
Closing Business for NCWC Conference
Vice President of Session -

1:30pm - 5:00pm

Unfinished Business, Other Business
Closing Business - Courtesies Report: Rep from previous Hosting Council, President of Hosting Council and Rep from future Hosting Council
- Thank you to Hosting Council

Adjournment

F. Guidelines for Installation of NCWC Directors and Conveners of Standing Study Committees (draft)

1. The installation ceremony takes place during a Plenary Session on Saturday or Sunday.
2. The President appoints/chooses the person to perform the installation ceremony.
3. The Installer's remarks may include a bit of the history of NCWC and usually a general outline of the responsibilities of the members about to be installed.
4. The names of those to be installed are read in the following specific order:
 - (i) Standing Study Committee Conveners – in the alphabetical order of the name of their committees.
 - (ii) Vice-Presidents – in the alphabetical order
 - (iii) First Vice-President
 - (iv) Treasurer
 - (v) President
5. The Installer congratulates and thanks all who have accepted office.
6. The Installer then asks this formal question: "Do you accept the responsibilities of the office to which you have been elected?" On receiving an affirmative answer, the Installer makes the Declaration of their Installation: "I declare you elected."
7. It is customary for the Installer to then shake hands with each person.
8. Pictures of those installed are taken at an appropriate time.

G. Guidelines for Standing Study Committee Conveners of Local and Provincial Councils of Women

1. Initial Preparation
 - Contact the previous Convener if you have not already received a file, records, and possibly suggestions.
 - Read last year's Local, Provincial and National Council reports on your Standing Committee.
 - Read National and Provincial Council plans of work (study topics) for the current year.
 - Keep a dated file containing correspondence, reports, and resource material.
2. Forming the Committee
 - Form your Committee as soon as possible of three (3) or four (4) people; invite more members later if desired; meet as needed to share ideas and work together to achieve effective team results.
 - Consider your objectives within your Committee's terms of reference; establish these objectives and list their priority.
3. Gathering Information
 - Contact specialists, for knowledgeable input on your subject(s). Involve resource people.
 - Study and weigh background materials and experiences.
 - Be prepared to make periodic reports to your own Council and to the NCWC Convener who will also be willing to share her expertise with you.
4. Sources of Information
 - Make preparations in advance for question periods following speakers.
 - Have well-prepared Seminars or Citizens' Debates with eminent Moderators who will consent to give constructive criticism.
 - Use government services, libraries and information centres.
5. Forming Resolutions
 - Formulate recommendations, or resolutions, with adequate background material to present to your Council. These may be submitted to the NCWC Resolutions Convener if national in scope.

H. Forms for use by NCWC Members

- 1. Newsletter Subscription Form
- 2. Policy Updates/Policy Book Form
- 3. Membership Pin Order Form
- 4. Friend of NCWC Donation Form
- 5. Convener Update Form for Local/ Provincial Councils of Women
- 6. Proxy Authorization Form
- 7. Nomination Form
- 8. Acceptance of Nomination Form
- 9. Election Forms including ballots
- 10. Local Council of Women Membership Application Form
Application for Seed Money
- 11. Provincial Council of Women Membership Application Form
Application for Seed Money
- 14. NCWC Study Group Membership Application Form
Application for Seed Money
- 15. Nationally Organized Society Membership Application Form
- 16. Locally Organized Society Membership Application Form
- 17. Associate Member Membership Application Form
- 18. Expense Claim Form
- 19. Directory update form for Local and Provincial Councils - data base materials
- 20. Web page authorization form
- 21. Confidentiality Agreement form

Publications available from National Office

- Constitution
- By-Laws
- Standing Rules
- Procedures Manual
- Resolutions/Policy Development Manual
- Orientation binder for new Directors / Conveners
- Start up/Membership Information Packages for Study Groups, LCW, PCW , NOS, and
\\ Individual Members
- Annual Brief to Government
- Note Cards
- Newsletter
- How to Host an Art Exhibit

I. Federated Organizations

The following organizations are affiliated with NCWC as of 2012.

(i) Local Councils of Women

1. Calgary
2. Edmonton
3. Halifax
4. London and Area
5. Montreal
6. New Westminster
7. Ottawa
8. Prince Albert
9. St Catharines & District
10. Saskatoon
11. Toronto and Area
12. Vancouver
13. Winnipeg

(ii) Provincial Councils of Women

1. Alberta
2. British Columbia
3. Manitoba
4. Ontario
5. Quebec
6. Saskatchewan

(iii) Study Groups

1. BORN (PEI)
2. Oakville

(iv) Nationally Organized Societies

1. Action Canada for Population and Development
2. Anglican Church of Canada
3. Azerbaijani Women's Support Centre
4. Baha'i Community of Canada – Office for Advancement of Women
5. Canadian Association of Elizabeth Fry Societies (CAEF)
6. Canadian Association of Midwives
7. Canadian Council of Muslim Women
8. Canadian Federation for Sexual Health
9. Canadian Federation of Business and Professional Women's Clubs
10. Canadian Victorian Order of Nurses
11. CHW National Office (formerly Cdn Hadassah-WIZO)
12. Girl Guides of Canada-Guides du Canada
13. League of Ukrainian-Canadian Women
14. Polish Canadian Women's Federation
15. The Salvation Army
16. Ukrainian Women's Association of Canada
17. Ukrainian Women's Organization of Canada
18. Women's Missionary Society of the Presbyterian Church
19. YWCA of Canada

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