



**RTO**  
**ERO**

A better future,  
together  
Ensemble pour  
un avenir meilleur

District 23  
**North York**

# **DISTRICT 23, NORTH YORK GOVERNANCE**

Submitted to the Annual Meeting (AM) - June 3, 2021

(Please destroy previous versions.)

# **RTOERO DISTRICT 23, NORTH YORK GOVERNANCE**

## **Table of Contents**

<b>Objectives</b>	Page 1
<b>Article 1- District Membership</b>	Page 1
<b>Article 2 - Executive</b>	Page 2
Structure of the Executive	Page 2
Duties of the Executive	Page 2 to 4
Procedures for Electronic Voting-	Page 4
Election of the Executive	Pages 4 and 5
Nomination Procedures	Pages 5 and 6
Vacancies - Resignation/Leave of Absence	Pages 6 and 7
Specific Duties of Executive Members	Pages 7 and 8
<b>Article 3- Committees: Executive and Standing</b>	
3:01 Executive	Pages 8 and 9
3:02 Standing	Pages 7 to 11
<b>Article 4- Banking and Finance</b>	Pages 11 and 12
<b>Article 5- Governance Safeguards</b>	Page 12

**RTOERO DISTRICT 23, NORTH YORK GOVERNANCE**

The name of the District shall be RTOERO District 23, North York.

The geographical area of District 23 is defined by the boundaries of the previous City of North York.

**Objectives:**

1. To promote the interests of our members receiving pensions under the Teachers' Pension Act, and other pension plans;
2. To have all retired members and their survivors receive the maximum benefits that are rightfully theirs under the terms of the Teachers' Pension Act and other pension plans;
3. To seek support for members in need;
4. To encourage members to participate fully in all the benefits the organization offers in accordance with the RTOERO Governance 202 and Policies.
5. To increase membership by actively campaigning at all levels to reach potential members through personal contact and by designing programs to meet their interests and needs;
6. To use a variety of media resources to publicize and promote RTOERO activities and accomplishments to its members, and all those eligible for membership, including: teachers, school and board administrators, educational support staff, college and university faculty, child care workers, and Early Years personnel;
7. To develop closer relationships at the District level with organizations representing potential members, in order to explain the RTOERO objectives and to offer assistance in educating potential members to plan ahead for retirement;
8. To provide leadership and guidance to District representatives who attend the Annual Meeting, Special Meetings, and Forum of RTOERO
9. To promote the interest of seniors.
10. To work collaboratively with the other three Districts in the City of Toronto through the Toronto Districts Council.

**Article 1 - DISTRICT MEMBERSHIP**

- 1.01 Membership criteria are set out in Article 1 of the RTOERO Policies. Members of RTOERO are normally affiliated to the local District of their choice.
- 1.02 Rights and Privileges of Membership are outlined in Article 2 of the RTOERO Policies.
- 1.03 The Expectations of Members are outlined in the RTOERO Code of Conduct.

## Article 2 - EXECUTIVE

### Structure of the Executive:

#### 2.01

- a) The Executive shall be elected at the Annual Meeting and consist of President, Past President, First and Second Vice Presidents, Secretary, Treasurer, Assistant Treasurer, District Charitable Foundation Representative, Conveners of Standing Committees, and Assistant Conveners, and up to 2 Members-at-Large.
- b) Where a member convenes a program and does not wish to serve as a member of the Executive, the Executive may designate a current Executive member to report on the program's behalf.
- c) Where a member convenes a program and wishes to serve as a member of the Executive, but wishes to attend on a limited basis, the Executive may approve such a plan. The Executive may designate a current Executive member to report on the Convener's behalf.
- d) No Executive member may have more than one vote.
- e) The word 'District' hereinafter shall refer to RTOERO District 23, North York. The word 'Executive' hereinafter shall refer to the Executive of RTOERO District 23, North York.

#### 2.02

- a) The Executive shall meet up to 10 times each year or at the call of the President or at the request of any other four members of the Executive.
- b) Table Officers are expected to attend regularly.

2.03 A quorum shall be a majority (4) of the President, Past President, First and Second Vice Presidents, Secretary, Treasurer, and Assistant Treasurer, plus at least 6 of the members from Conveners of Standing Committees, Assistant Conveners and Members-at-Large. All Executive members referred to in 2.01 that attend an Executive meeting shall have a vote.

2.04 No position on the District Executive shall be designated for a representative of a non RTOERO organization.

### Duties of the Executive:

2.05 To determine its local governance policies, which shall not conflict with the By-law 2018-1 and Policies of RTOERO, and to file a copy with RTOERO.

2.06 To hold at least one meeting of members before the end of June per year or as soon as possible thereafter which shall be the Annual Meeting at which the Executive shall be elected.

2.07 To appoint by the Executive, two Corporate Members who, at the organization's expense, will represent the District at Annual and Special Meetings and Forums that are called by the Chair of the Board of Directors.

- a) Following the AM, the Executive shall appoint two Corporate Members who shall be the President and Past President. An individual must be a member in RTOERO as described in section 1.01 (a) to (f) of the Policies in order to be eligible to be appointed as a Corporate Member by the District. Each year by June 30 the District President shall provide written

notification to the Chief Executive Officer of RTOERO of the Corporate Members appointed by the District.

- b) Corporate Members shall have a term of for one year ending on June 30 each year. The Corporate Members shall be eligible for unlimited re- appointment or re-election by a District.
- c) The Executive may remove and replace a Corporate Member. The removal or replacement shall be effective upon the District President providing written notice of the removal or replacement to the Chief Executive Officer of RTOERO.
- d) If at any time the District has fewer than two Corporate Members, then the District may appoint or elect an individual to fill the balance of the Corporate Member's term ending on June 30. The District President shall provide written notice to the Chief Executive Officer of RTOERO of such election or appointment.

2.08 To appoint up to two District Observers to Annual and Special Meetings and Forums at the District's expense.

- a) The Executive shall appoint two District Observers who shall be the 1st and 2nd Vice Presidents who must be members of RTOERO in the District as described in section 1.01 (a) to (f) of the Policies. Each year by June 30 the District President shall provide written notification to the Chief Executive Officer of RTOERO of the names of the Observers.
- b) The District Observers shall have a term in such positions for one year ending on June 30 each year. A District Observer shall be eligible for unlimited re-appointment.
- c) The Executive may remove and replace a District Observer. The removal or replacement shall be effective upon the District providing written notice of the removal or replacement to the Chief Executive Officer of RTOERO.

2.09

- a) To appoint members to Standing Committees; establish special committees and appoint their conveners; and, for all committees, to ratify their terms of reference, and to require a financial statement from a committee convener whose committee is receiving or spending money on behalf of the District.
- b) To appoint annually a District Charitable Foundation Representative who shall report to the Executive from time to time, and periodically write a progress article for Stony Bridges on the foundation.

2.10 To approve the annual District budget.

2.11 To approve the annual District Financial Statement and to send it to the Chief Executive Officer of RTOERO.

2.12 To send to the Board of Directors of RTOERO resolutions, for consideration, in accordance with By-Law 2018-1 which have been passed at a general meeting of the District or a meeting of the Executive.

A Corporate Member may propose that the Directors introduce a resolution on any matter relevant at an Annual or Special Meeting by providing a detailed written description of the resolution by the

District Executive or General Membership signed by the Corporate Member and the District President and sent to the CEO of RTOERO at least ninety (90) days in advance of an Annual Meeting or Special Meeting. The Directors shall introduce resolutions at the next Annual Meeting unless the resolution:

- a) is to enforce a personal claim or redress a personal grievance against RTOERO or its directors, officers, members or debt obligation holders;
  - b) does not relate in a significant way to the activities or affairs of RTOERO;
  - c) is substantially similar to a resolution before the Annual Meeting in the past two years;
  - d) abuses rights conferred by this section to secure publicity; or
  - e) contravenes the Canada Not-for-profit Corporations Act (CNCA).
- 2.13 To review the names of District candidates presented by the Awards Committee for consideration as recipients of RTOERO awards.
- 2.14 To select the project to be submitted to the RTOERO Community Grants and Scholarships Committee for its consideration.
- 2.15 To apply to the Board of Directors for additional special grants to promote special District programs that will strengthen or enhance the effectiveness of the District Organization.

**Procedures for Electronic Voting:**

- 2.16 The following procedures will be used when an electronic vote is taken by the Executive between Executive meetings:
- i) the President or designate along with a seconder shall propose a motion with rationale and e-mail it to the Executive;
  - ii) the members of the Executive may ask questions for clarification and may enter into limited debate;
  - iii) the members of the Executive shall vote on the motion or any motion amended by the President or designate by return e-mail via reply all within 5 days of receipt of the motion or amended motion;
  - iv) a quorum of the Executive must vote on the motion or it is deemed lost;
  - v) the President shall declare the motion passed or lost and inform the Executive of the result and the number of votes for and against; and,
  - vi) the motion and its disposition shall be reported as information at the next Executive meeting and the minutes shall include the report.

**Election of the Executive**

- 2.17
- a) The Executive shall be elected annually at the Annual Meeting. If a vacancy occurs on the Executive, it shall be filled by the Executive following the process outlined in 2:14.
  - b) The persons holding the positions of President, First and Second Vice- Presidents and Past President shall normally hold those positions for one year except under extraordinary conditions as reported by the Nominations Committee and approved by the executive.

- c) A member of the Executive is eligible for re-election.

### **Nomination Procedures**

#### 2.18

- a) The Nominating Committee shall be chaired by the District Past President with at least two other Executive Members as part of the Committee.
- b) The Chair of the Nominating Committee shall submit nominations for the elective offices of the Executive to the Annual Meeting. The nominating process will begin at the February Executive Meeting.
- c) Additional nominations for the elective offices may be made from the floor by District members in attendance at the Annual Meeting. Any nominee that is not present shall have provided the nominator in writing with his/her permission to be nominated for the positions(s) for which he/she is nominated.
- d) If more than one candidate is nominated for any of the District elective offices, a vote by secret ballot shall be held. The conducting of the election shall be the responsibility of the Past President, or the Chair of the meeting in accordance with the procedures established by the Provincial (RTOERO) Constitution and Bylaws.
- e) All positions on the Executive are for one year and service concludes at the end of the next AM.
- f) Any position that is declared vacant under the conditions that follow, shall have nominations solicited for it in advance of and at the AM.
- g) The Secretary, Treasurer, Assistant Treasurer, Conveners, and Assistant Conveners can declare to the Nominations Committee, in writing, that they wish to be nominated to continue in their positions for the ensuing year. These positions are still open for further nomination in advance of or at the AM.
- h) Where the current incumbent in (g) does not wish to be nominated for the same position, that position shall be declared vacant, and nominations shall be sought for such position.
- i) Where the Second Vice President's position is vacated by the incumbent, this position shall be declared vacant, and nominations shall be sought.
- j) The Second Vice President, and First Vice President can declare, in writing, to the Nominations Committee that they wish to be nominated for the next higher position for the ensuing year. These positions are still open for further nomination in advance of or at the AM but shall not be advertised to the membership. If anyone of the foregoing does not wish to be nominated for the same or higher position, that position shall normally be declared vacant, and nominations shall be sought for such position(s). Any exceptions to this shall be approved by the Executive in advance of the AM and preferably in advance of the call to the membership for nominations for vacant positions.
- k) Nominations require at least 1 nominator (could be the nominee), are to be in writing, and sent from and/or signed by the nominator to the Chair of the Nominations Committee. The person nominated shall have agreed to run for the office indicated and this is to be indicated in the

nomination form. A nomination form (see Policy) is available from the Secretary and on the web page.

- l) The President or chair of the meeting shall appoint members to act as scrutineers to distribute and count the ballots.
- m) Election of a candidate shall be by a simple majority of the votes cast by qualified District members present.
- n) in the case of more than two candidates for any one of the elected offices and failing a majority vote for any one candidate on the first ballot, the candidate with the lowest number of votes shall be dropped from the succeeding ballots until a majority is reached.
- o) In the event there are more than two candidates for an elected position, and a tie vote results in there being two or more candidates dropped from the ballot at the same time, the following shall occur:
  - i) The vote results for all candidates except those in the tie shall stand and be held in abeyance.
  - ii) The members shall then vote to break the tie.
  - iii) The result of this vote shall establish the roster for the next vote.
  - iv) The members will then resume the voting process on the roster including the winner of the vote to break the tie that had been held in abeyance.
- p) In the event of a tie vote when there are only two candidates, there shall be further ballot, and if the tie persists, there shall be a further ballot, and if the vote is still tied, the winning candidate will be chosen by flip of a coin by the Chair of the Nominating Committee.

### **Vacancies - Resignation/Leave of Absence:**

#### 2.19 Vacancies on the Executive:

- a) Any member of the Executive may resign from office upon giving a written resignation, and such resignation becomes effective when received by the Executive or at a time specified in the resignation, whichever is the later.
- b) Any member of the Executive may request a temporary leave of absence.
- c) Should a vacancy in any office occur under 2:14 (a) or (c) at any time, such vacancy shall be filled no sooner than the next possible Executive meeting using the process set out below. The Executive may use the appointment process to fill a vacancy here but shall pass a motion to do so. It will use the appointment process for a substitute for such period of time as may be appropriate under the circumstances {as per 2.14 (c)}.
- d) Nominations shall be sought from and through the current Executive members by e-mail and any nomination shall be on the Nominations Form (see Policy), shall comply with 2:13 (k) and be sent to the Nominations Committee Chair.
- e) If an election for appointment is required, it shall be by secret ballot. The successful candidate will be deemed to have been appointed. Candidates will be invited to attend and speak to the Executive for up to 2 minutes.
- f) If there is only one candidate for each position, a motion to appoint would be required of the Executive and once said motion is passed, the new Executive member is deemed appointed. The candidate will be invited to attend and speak to the Executive for up to 2 minutes.

#### 2.20 Removal from Office:



Any member of the Executive may be removed from office only by resolution passed by at least two-thirds of those voting at a District meeting, providing that notice specifying the intention to vote upon such a resolution has been given at least thirty days in advance to the District.

### **Specific Duties of Executive Members:**

#### 2.21 Duties of the President:

The duties of the President are:

- a) to convene and chair the regular and special meetings of the Executive;
- b) to act as Chair for the District Membership Meetings;
- c) to be an ex-officio member of all District Standing Committees;
- d) to have a general responsibility for all activities of the District organization;
- e) to act as liaison with the Board of Directors;
- f) to be a signing officer for the District.

#### 2.22 Duties of the Past President and Vice President:

- a) The Past President shall chair the Nomination Committee and be a signing officer for the District.
- b) The duties of the Vice Presidents are:
  - i) to perform the duties of the President when the President is unable to carry out such duties.
  - ii) to chair the Governance Committee.
  - iii) to chair the Awards Committee.
  - iv) to be a signing officer for the District (1<sup>st</sup> Vice President only).

#### 2.23 Duties of the Secretary, Treasurer and Assistant Treasurer:

- a) The duties of the Secretary are:
  - i) to prepare and present the minutes of Executive and Membership Meetings, and of any special meetings called by the President;
  - ii) to carry on the correspondence that is required to conduct the business of the Executive and its membership.
  - iii) to send notices of Executive, Membership, and special meetings at the direction of the President and Executive.
  - iv) to be a signing officer for the District.
- b) The duties of the Treasurer are:
  - i) to maintain in a separate account in an accredited financial institution, all monies accruing to the District.
  - ii) to receive the annual rebate of monies from the RTOERO
  - iii) to receive and deposit monies generated by District activities.
  - iv) to pay all invoices as directed by the Executive.
  - v) to present an annual District Financial Statement for the previous year, reviewed by at least two District members, to the Executive for approval, at least one month before the Annual Meeting of the District;
  - vi) to prepare an annual budget for approval of the Executive.
  - vii) to send the Annual District Financial Statement to the RTOERO Chief Executive Director as approved by the Executive.

- viii) to liaise with the Assistant Treasurer.
- ix) to be a signing officer for the District.

c) The duties of the Assistant Treasurer are:

- i) work with the Treasurer and carry out duties as directed by the Executive.
- ii) to be a signing officer for the District.

#### 2.24 Duties of a Member-at-Large

The duties of a Member-at-Large are:

- i) To carry out or assist with matters as assigned by the President/Executive.
- ii) These will be positions available annually and will be elected.
- iii) They will have a vote.
- iv) They will assist as needed.

#### 2.25 Duties of Corporate Members:

The duties of a Corporate Member are:

- i) to represent the interests of the District at the Annual and Special Meetings and Forums;
- ii) to review and discuss Annual and Special Meetings and Forums issues with the Executive; and
- iii) to report to the Executive and the District members on the business of Annual and Special Meetings and Forums.

### **Article 3 – Committees: Executive and Standing:**

#### **3.01 Executive Committees:**

a) Awards Committee:

- i) The Awards Committee shall be chaired by the 2nd Vice-President who has the power to add two more members from the Executive.
- ii) The Awards Committee shall present the names of possible recipients of an RTOERO award to the Executive for consideration and approval. Award presentations are usually made at the Annual Meeting of the District.
- iii) The Executive may present an RTOERO award:
  - to District Presidents; and
  - to members who, in the opinion of the Executive, have given loyal service to the District over a number of years.

b) Governance Committee:

- i) The committee shall be composed of the President, the Past President who shall be the Chair, the First Vice-President, the Governance Convener and one other member of the Executive.
- ii) The committee will make recommendations to the Executive for changes in the District Governance document.
- iii) The committee will be activated by the Executive as required.
- iv) The Chair will become familiar with the RTOERO Bylaw 2018-01 so that the Chair can be a resource to the Executive in the interpretation of this document and be able to make recommendations for changes.
- v) To be responsible for monitoring the currency of the District Governance document, Policy and, District Job Descriptions and bring recommendations to the Executive for change and addition.

- c) Resolutions Committee
  - i) The Resolutions Committee, shall be chaired by the First Vice- President, and composed of the President and the Governance Convener.
  - ii) The Resolutions Committee shall prepare resolutions or recommendations for the Executive, or for the Annual District Meeting, and if approved, would be forwarded to the RTOERO Chief Executive Officer for consideration by the Provincial Executive, or the Senate.
  - iii) The Resolutions Committee will be activated by the Executive and will be informed of the matters to be considered and will present any resolution(s) developed for consideration to the Executive.
- d) Nominations Committee:
  - i) The Nomination Committee, chaired by the District Past President, shall be composed of at least two other Executive Members.
  - ii) The Chair of the Nomination Committee shall submit nominations for the elective officers of the District Executive to the Annual Meeting of the District.

### **3.02 Standing Committees:**

(See Job Descriptions for Conveners in Appendix. The Appendix may be amended by the Executive.)

The Standing Committees are:

- a) Archivist Committee:
  - i) To retain, store and catalogue copies of past Minutes, Newsletters, and District Governance Policies, and other historical data of the District and RTOERO, and so maintain a complete historical record of the organization, in accordance with the District Archives Manual.
- b) Benefits Committee:
  - i) To assist the membership of the District with information regarding the RTOERO Group Insurance Plans.
  - ii) To recommend actions to the Executive to support achievement of RTOERO goals in this area.
  - iii) To communicate with the RTOERO Benefits Committee.
- c) Book Club Committee:
  - i) To be responsible for coordinating the activities of the Book Club Program.
- d) Bridge Committee:
  - i) To be responsible for coordinating the Bridge Program.
- e) Cycling Committee:
  - i) To be responsible for planning and coordinating the activities of the Cycling program.
- f) E- Devices Committee
  - i) To explore things to do on member devices, learn new programs, explore sites that offer links such as virtual travelling, and digital film festivals.
- g) Electronic Newsletter Committee:
  - i) to communicate with the RTOERO Marketing and Communications Committee through the Committee liaison person.

- ii) to continue the organization and expansion of the operation of the e-mail fan out service to members.
  - iii) to communicate with members between Stony Bridges.
- h) Goodwill Committee:
- i) To communicate with District members and other family members
    - who are hospitalized,
    - who are bereaved,
    - who are celebrating special days.
  - ii) To communicate with District members in keeping with the RTOERO Goodwill Guidelines.
- i) Governance Committee:
- i) See 3.01(b)
- j) Have-a-Java Committee
- i) To be responsible for planning and coordinating the activities of the Have-a-Java program.
- k) Membership Committee:
- i) To receive membership lists from the RTOERO and reconcile the provincial list with the District membership list.
  - ii) To communicate with new members.
  - iii) To support the recruitment efforts of the Recruitment Committee.
  - iv) To communicate with the Member Services Committee through the Committee liaison person.
- l) Needlework and Crafts Committee:
- i) Responsible for the coordinating of approved needlework and craft initiatives.
- m) Newsletter and Newsletter Distribution Committees:
- i) To prepare and distribute a newsletter to the District membership at least 3 times per year and at such other times as the Executive deems it necessary.
  - ii) To work with the Website Committee to ensure that there is a copy of the newsletter on our website, and to ensure that those District members who wish to receive a copy of the newsletter by e-mail, will receive it in this manner.
  - iii) To communicate with the RTOERO Marketing and Communications Committee through the Committee liaison person.
  - iv) The Conveners are the Editor, the Associate Editor and the Newsletter Distribution Convener.
- n) Photography Committee:
- i) To be responsible for the taking of pictures at various District events and submitting same to the Website Convener, the Archivist, and the Newsletter/Associate Editor.
- o) Pole Walkers Committee:
- i) To be responsible for implementing a pole walkers' program for District members.
- p) Political Advocacy Committee:
- i) To coordinate political advocacy with respect to issues that affect members.
  - ii) To spearhead political action on behalf of seniors and retired educators in particular in

- anticipation of federal and provincial government initiatives.
- iii) To liaise with other organizations which express an interest in pursuing political advocacy at the Provincial and Federal levels in the best interests of members.
  - iv) To communicate with the Provincial Political Advocacy Committee through the Committee liaison person.
  - v) To recommend actions to the Executive to support achievement of RTOERO goals in this area.
  - vi) To promote the interests of our members receiving pensions from the Ontario Teachers' Pension Board and other pension plans.
- q) Recruitment Committee:
- i) To investigate and recommend to the Executive ways and means of increasing provincial and District membership for both soon-to-retire potential members and those retired potential members who are not members of RTOERO. (Amended 05.16)
  - ii) To assist with the organization of Retirement Planning Workshops (RPWs) at the District level.
  - iii) To communicate with the Member Services Committee through the Committee liaison person.
- r) Community Grants and Scholarships Committee:
- i) Coordinate the Community Grants process, prepare the application from the District to RTOERO, oversee the project, and submit a final report as required to RTOERO.
- s) Social Committee:
- i) To be responsible for all of the arrangements for the general membership meetings, and to plan such other events as the newly retired teachers' reception and membership luncheons. Arrangements include such details as, but not limited to, confirming location, food and other refreshments.
- t) Strollers Committee:
- i) To be responsible for coordinating the activities of the Strollers Program.
- u) Trips Committee:
- i) To plan same-day trips/ excursions requiring transportation for District members to places of interest inside Ontario. Any other trips/excursions must adhere to the regulations of the Travel Industry Council of Ontario (TICO). To plan trips and excursions for District members. All overnight or longer trips/excursions must adhere to the regulations of the Travel Industry Council of Ontario (TICO).
- v) Website Committee:
- i) To develop and maintain a District website in conjunction with the RTOERO website and the Toronto Districts Website.
  - ii) To work with the Newsletter and Newsletter Distribution Committees to ensure that there is a copy of the newsletter posted on the District website.
  - iii) To work with the Newsletter and Newsletter Distribution Committees to ensure that those District members wishing to receive an electronic copy of the newsletter will do so.
  - iv) To communicate with the RTOERO Marketing and Communications Committee through the Committee liaison person.

#### **Article 4 – Banking and Finance**

- 4.01 The fiscal year shall commence on January 1 and shall terminate on December 31 of each year.
- 4.02 The President or Treasurer shall deposit or cause to be deposited all funds accruing to the District, in an accredited financial institution in the name of the District.
- 4.03 All accounts payable and other disbursements made by the District shall be made by cheque, signed by two signing officers.
- 4.04 The signing officers shall be at least two of the following:  
The Treasurer, President, Assistant Treasurer and the Secretary, First Vice President, and Past President. In no case shall two of the signing officers be related.

## **Article 5 – Governance Safeguards**

### 5.01 Amendments to the Constitution

- i) Any proposed amendment to the Constitution by a member shall be received in writing by the Secretary at least 60 days before the Annual Meeting.
- ii) Any proposed amendment to the Constitution by the Executive shall be received in writing by the Secretary at least 30 days before the Annual Meeting.
- iii) Any proposed amendment to the Constitution by a member of the Executive shall be introduced in writing, as notice, at least one Executive meeting preceding the Executive meeting at which it will be considered.
- iv) This Constitution may be amended by the consent of two-thirds of the eligible District members voting at the Annual Meeting provided that a Notice of Motion has been sent to the members prior to the meeting; or, by a 90% vote of the eligible District members voting at the Annual Meeting, previous notice not having been given.  
Note: The Executive has the authority to establish and amend Policies and the Appendix with a majority vote.

### 5.02 Establishment and Amendments to Policy and the Appendix - Job Descriptions

- i) Any proposed amendment to Policy or the Appendix - Job Descriptions by a member of the Executive shall be introduced in writing, as notice, at least one Executive meeting preceding the Executive meeting at which it will be considered.
- ii) Policy or the Appendix - Job Descriptions may be amended by the consent of a majority of members of the District Executive present and voting at the meeting provided that notice has been provided as set out in 5.01(iii) or, by a 90% vote, previous notice not having been given.

### 5.03 Meeting Procedures

The current edition of the Sturgis Standard Code of Parliamentary Procedure shall be the parliamentary authority used in the conduct of all meetings of the District and its committees. An opportunity to declare a conflict of interest shall be provided at each meeting.

### 5.04 Interpretation

This Governance document replaces any and all Constitutions or recent Constitutions previously in force in the District.