

## **COMMITTEE OF THE WHOLE - JUNE 18, 2001**

### **RULES, ROLES AND PROCEDURES GOVERNING CITY OF VAUGHAN SENIORS CLUBS**

#### **Recommendation**

The Director of Recreation and Culture, in consultation with the Programmes Manager, recommends:

That approval be given to a policy to govern all City of Vaughan seniors clubs; and

That the policy be known as "Rules, Roles and Procedures Governing City of Vaughan Seniors Clubs".

#### **Purpose**

At the Council meeting of May 30, 2001, Council directed staff to draft a senior's policy that would be applicable to all City of Vaughan seniors clubs regardless of the structure.

#### **Background - Analysis and Options**

At the Council meeting of May 30, 2001, Council approved the operating structures for each City of Vaughan seniors club and that each club operate in accordance with either a Board of Directors or Advisory Committee structure selected at their meeting in the winter of 2001.

To ensure that each club operates in an equitable and responsible manner and that best interests of all City of Vaughan seniors are considered, a standard senior's policy outlining rules and procedures governing their operation is necessary (Attachment #1). The policy addresses a number of issues including membership criteria, term of office, election procedures, Board of Directors, responsibilities of the Board, changes to the operating structure, etc.

At their individual meetings in the winter of 2001, all City senior clubs indicated their preferred operating structure. In order to ensure the integrity of that process and to keep all members informed, all clubs will have an annual general meeting. For those clubs that have selected the Board of Directors structure, an election (if required) will take place at that time. For clubs operating according to the Advisory Committee structure, the sub-committees will be selected at their annual general meeting.

Further, to give each club an opportunity to provide the activities, programmes and companionship desired by the membership, it is recommended that each club operate for a minimum of a year in accordance with the structure selected by the majority of members. However, if a problem does arise directly related to the operating structure, the procedure addressed in No. 11 of the policy "Changes to the Operating Structure" can be followed and the structure will be reconsidered at the club's annual general meeting.

#### **Conclusion**

The adoption of a standard senior's policy outlining rules, roles and procedures will greatly facilitate the operation of all City of Vaughan seniors clubs regardless of their structure. An approved policy will allow for greater equity amongst clubs and an improved level of service to all members. It provides the Boards of Directors with comprehensive responsibilities and outlines procedures, should they be required, for changes to the existing structure.

#### **Attachments**

seniorsrules

**Report prepared by**

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Respectfully submitted

Joyce Epstein,  
Director of Recreation and Culture.

June 5, 2001.

## **RULES, ROLES & PROCEDURES GOVERNING CITY OF VAUGHAN SENIORS CLUBS**

### 1. Introduction

All City of Vaughan Seniors clubs will operate according to the Board of Directors structure or the Advisory Committee structure as selected and agreed upon by the majority of members in attendance at the winter 2001 meetings.

### 2. Membership Criteria

- Membership is restricted to residents or taxpayers only
- Men must be 60 years of age +, women must be 55 years of age +
- Disabled residents may become members at age 50 years of age, however, they will be considered non-voting and unable to be a member of the Board of Directors
- All members must pay an annual membership/activity fee
- All memberships must be obtained in person with the exception of a spouse
- All members will be requested to sign a City of Vaughan Code of Ethics declaration

### 3. Term of Office

The term of office for Boards of Directors/Advisory Committees is two years commencing from time of election/appointment unless otherwise noted.

### 4. Board of Directors

- All members of the Board of Directors/Advisory Committee must meet the age requirement and be retired
- The Board of Directors/Advisory Committee must reflect gender equity whenever possible
- Depending on the size of the club, there should be 5 to 7 members on the Board of Directors
- All Boards of Directors will include an Executive Committee of President, Vice President, Secretary and Treasurer
- Candidates for the Board of Directors must be members in good standing for a minimum of one year immediately prior to their election/appointment to the Board
- There can be no spouses on the Board of Directors/Advisory Committee
- The general membership elects the Board of Directors and the Board of Directors determine (via an election if required) the Executive Committee. The Executive Committee is named within two weeks of the Annual General Meeting. (**NOTE:** All exceptions must receive prior approval from staff.)

### 5. Election Procedures

- All bi-annual elections will be held at a club's Annual General Meeting. All AGMs will be held in the fall of the year.

- A notice of the election date will be determined by the Board of Directors/Advisory Committee and posted at the club.
- Three months prior to the election, a list of eligible voters will be posted at the club
- One month prior to the election, members will be notified by mail
- Voter eligibility will be verified at the door by staff on the day of the election
- Staff will conduct the election process, prepare and count the ballots
- There will be no proxy votes allowed
- All nominees must be present
- Nominations will be taken from the floor and seconded
- Names of nominees will be posted
- If required, there will be a vote by secret ballot
- Scrutineers will be selected at random with the exception of candidates
- Successful candidates will be announced immediately following the election

#### 6. Meetings

- The attendance of a majority of the members including the President shall constitute a quorum. A "majority" shall be considered as one half the number of members plus one
- If no quorum is present one half hour after the time scheduled for a meeting, the President/Vice President shall adjourn the meeting until the next meeting date or at the call of the President
- As soon as the meeting is called to order, the agenda shall be confirmed. If there are any deletions and/or addendum items, the agenda will be amended.
- Minutes will be taken at all Executive and General Meetings/Advisory Committee meetings by the secretary or designate
- Minutes must be made available to all members upon request
- All Annual General Meetings will include: agenda, financial report and, if required, election of a Board of Directors

#### 7. Declaration of Interest

Members of all City of Vaughan Seniors Clubs have a personal responsibility to declare a direct or indirect pecuniary interest on any matter before the Board of Directors/Advisory Committee. Members of the Board of Directors/Advisory Committee who have an interest on any matter may not move, second or vote on this matter.

#### 8. Deputations/Presentations

The Board of Directors may hear deputations/presentations with reference to matters defined as their responsibility.

#### 9. Motions

- Every motion must be presented, duly moved and seconded and open for discussion
- All motions shall be voted upon and recorded

- In the event of a tie vote, the President shall vote in order to decide the vote

#### 10. Duties of the Board of Directors

- The President shall preside at every meeting
- The President shall enforce, at all meetings, the observance of order and decorum among the members

##### Discipline

- All disciplinary action is the responsibility of the Board of Directors/Advisory Committee in co-operation with staff
- Every Board of Directors/Advisory Committee will appoint two representatives to deal with disciplinary matters
- Disciplinary Process:
  1. verbal warning
  2. written warning
  3. possible suspension

##### Attendance

- Should a member of the Board of Directors not be able to attend a regular meeting of the Board, the member shall advise the Secretary prior to the meeting. This will assist in determining if there will be a quorum.
- If an Executive member is absent from meetings of the Board of Directors for three (3) consecutive, regularly scheduled meetings (without justification), the Board of Directors may appoint another current Board member as a replacement on the Executive
- If a member of the Board of Directors is absent for three (3) consecutive, regularly scheduled meetings (without justification), they can be removed from the Board of Directors
- Their position will be filled at the following Annual General Meeting

##### Financial Management

All clubs, regardless of structure, will operate according to City of Vaughan financial policies and procedures (to be provided by staff to each club).

##### Hours of Operation

- Clubs that operate in City of Vaughan community centres must abide by the hours as determined by the Department of Recreation and Culture and the Building and Facilities Department
- Specific hours of operation will be determined by the Board of Directors/Advisory Committee
- Clubs operating in unmanned facilities can determine their own hours of operation through the Board of Directors/House Committee or as restricted by the lease agreement

#### Volunteers

- All volunteers must be club members
- Volunteers will be considered a sub-committee of the Board of Directors and initiated by the Board of Directors
- Volunteers do not have a vote at the Board table

#### Advisory Committees

- All volunteers must be members
- Sub-committees will be established at the Annual General Meeting
- Advisory Committees are to be made up of Sub-Committee representatives

#### Equipment and Inventory

- All City of Vaughan Seniors Clubs will be provided with the following start-up equipment: basic furnishings (tables and chairs), telephone, coat racks, storage space, office supplies, cleaning and repairs and staff resources

### 11. Changes to the Operating Structure

All City of Vaughan Seniors Clubs will operate according to the preference indicated at their meetings in the winter of 2001

If a member(s) has a concern directly related to the club's operating structure, the following steps shall be taken:

- The matter is brought forward either in person or in writing to the Board of Directors/Advisory Committee and staff

- The Board of Directors/Advisory Committee and staff will investigate the concern and prepare a response
- The response will be forwarded to the complainant
- If the complainant is not satisfied with the response, the member must notify the Board of Directors/Advisory Committee and staff of the intent to bring the issue forward to the next Annual General Meeting
- The structure will then be included on the agenda and voted upon at the AGM