

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.

NOTE: if there are any discrepancies between this Procedures Manual and the NCWC Standing Rules and By-laws, the latest edition of the Standing Rules and By-laws shall prevail.

ARTICLE I – INSIGNIA

Section 1: Bow

Bow pins and bars are available from the National Office.

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 President. An LCW information package 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 (to be emailed if possible)
 - Letter from NCWC President outlining benefits and responsibilities of membership
 - NCWC Information
 - Current Newsletter
 - Brief account of structure of LCWs, PCWs, and NCWC – also available on the web site
 - Copy of Common Constitution for LCWs
 - List of potential local organizations
 - Fundraising ideas used recently by LCWs
 - Sample By-laws of LCWs.

- b) Official membership application form
- (ii) Start-up Meetings – Guidelines
- a) Contact like-minded local organizations re possible formation of LCW. Look at Policy Highlights sheet so that groups invited are familiar 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 individuals as well. Contact the NCWC President or her representative to arrange, if possible, for a visit from NCWC and or PCW officers. 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. ALSO, potential members of new LCW should be made aware that their membership in said LCW automatically gives them membership in NCWC.
- 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.
- d) 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 or PCW if possible
 - 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. If accepted the new Council will be recognized as a member at the next NCWC AGM.
 - Fee Schedule -
[Article X - Finance, Section 2: Revenue from NCWC Standing Rules explains Fee Schedule](#)
 - By-Laws – by the second year the new LCW Constitution Convenor should be able to draft suitable By-Laws to be ratified at the new LCW's AGM. Copies are sent to the President for the archives, and to the NCWC Constitution Convenor for her files.

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, NCWC National Office will:

- Email a welcoming letter from NCWC President indicating that they will be recommended for acceptance at the following AGM
- email/send an official Membership Package including NCWC Constitution, By-Laws, Standing Rules and Procedures Manual, Policy Book, etc.
- list new LCW as part of NCWC
- add the new LCW to the NCWC e/ mailing list to receive all e/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 President. 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 Convenor 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) 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. If possible have a representative from NCWC or a PCW available 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. If enough interest (i.e., 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.
- d) 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
 - 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 - Upon approval, the new Council will be given their charter at the next NCWC AGM.
 - Fee Schedule:
[Article X, Section 2 from NCWC Standing Rules explaining Fee Schedule.](#)
 - By-Laws – by the second year the new PCW Constitution Convenor 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 Convenor.](#)

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, 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
- email/send an official PCW Membership Package including NCWC Constitution, By-Laws, Standing Rules and Procedures Manual, Policy Book, etc.
- list new PCW as officially part of NCWC
- put new PCW on NCWC mailing list to receive all e/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 president or her designated representative. Relevant NCWC information should be sent out immediately.

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 President/or representative outlining benefits and responsibilities of membership
 - NCWC Information Package
 - Current Newsletter.
 - Fundraising ideas used recently by other NCWC Study Groups or LCWs
 - b) 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) 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.
 - [Fee Schedule.](#)
[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, NCWC National Office will:

- send a welcoming letter from NCWC President stating that 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, etc.
- list new NCWC Study Group as part of NCWC
- put new NCWC Study Group on NCWC e/ mailing list to receive all mailings
- 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 \(Article V Policy, Section 1A\)](#)
- [Use of Policy by Federates \(Article V Section 3B\)](#)
- [Discontinuance of Membership \(Article III Section 5\)](#)
- [Dissolution \(Article XIII\).](#)

B. Provincial Councils of Women

- [NCWC Fees and Assessments \(Article X, Section 2A\)](#)
- [Resolutions \(Article V Policy, Section 1A\)](#)
- [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 \(Article V Policy, Section 1A\)](#)
- [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 any issues of concern.

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., 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 Convenor in order to assist the President 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 (dates may vary from year to year because of holidays, weekends, etc.)

November 15 Resolution Proposals (following the sample in the index) received by Resolutions Convenor.
Resolutions Convenor 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 Convenor advises Standing Study Committee Convenors 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 Convenor.

Emerging Issues Resolutions must be received by Resolutions Convenor.
At AGM: Emerging Issues Resolutions received on topics arising after March 31 must be submitted to the Convenor 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 Convenor submits amended version of resolutions to President.
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) The President will prepare the Annual Brief containing the new Resolutions and send to the Prime Minister and the Minister responsible for the Status of Women and other relevant Ministers by October 30 at the latest. The President may ask another qualified person to prepare this Brief.
- 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 if necessary; otherwise, it will be sent as part of the Annual Brief.
- c) Other letters to be sent to specific ministers should have dates prioritized within two (2) weeks of the AGM or as soon as possible.
- d) The call in the August 15th mailing for Resolution Proposals will constitute the Action Plan of the Resolutions Convenor. 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.
- e) Letters of response from Government **may** be posted on the NCWC website and all correspondence is filed and archived by the NCWC President.
- f) 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.

ARTICLE VI – BOARD OF DIRECTORS

Section 1: Responsibilities

The responsibilities to be followed by the Board are in the By-laws and Standing Rules.

ARTICLE VII – COMMITTEES

Section 1: 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 Convenor(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 Convenor(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 group
 If 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. **On alternative years or as decided by the Board, the AGM will be hosted by the Board; in that case, all responsibilities default to the Board.** 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. Preferably 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 Board 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. Early in the New Year:
The Treasurer, President, and LCW representative will review the draft budget, make any necessary revisions and identify any special needs for this AGM.

5. The Board will then 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: Decisions re the 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 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 estimated attendance
- room for tables along the walls to hold 'bring and buy' items, etc.
- 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
- lectern with microphone
- 1 or 2 floor microphones in aisles with clear access
- additional equipment if required, such as screen for AGM program/speaker presentations, etc.

b) Office and Equipment

- lockable office, as convenient to the plenary room as possible (try to procure this space gratis)
- access to photocopier with paper
- stationery items - tape, staples, paperclips etc
- work table large enough for Pre- and Post-Board meeting and also large enough to put together docket or swag bags
- comfortable chairs

c) Provision should also be made for:

- registration area
- space for literature table, notice boards or displays (see 1 d) Guidelines for Signage)
- 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 (if possible)
- 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 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 dockets 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) Swag Bags

Swag bags should contain some information on the local area, accommodations, events, etc., which was not ready or was too detailed for the earlier registration package. In addition, 'goodies' such as small local items, etc., should be included.

3. Accommodation

- The Host Council in consultation with the Board will arrange in advance for a block of rooms at a group rate; specify non-smoking rooms.
- The Host Council will forward to the Board all details related to room reservations in time for the mailing of conference registration packages. Include website for venue.
- Individual registrants are responsible for booking their own accommodation at the AGM venue using the relevant Conference Code/etc. to get preferred rate.

Questions for the Host Council to consider:

- What is the cut-off date for attendees to reserve rooms in order to get preferred rate.
- Can you get breakfast included in room rate.
- Are there emergency medical facilities available on site. If not, what is the closest ER.
- What is parking situation. Hotel guests should get free parking. Can local attendees get free or reduced rate parking.

4. Meals and Events

- Some meals are part of the agenda, e.g., speaker luncheons for DO and EF.
- Lunches/break food are usually eaten in the plenary session room.
- Some meals may not be included and delegates are on their own.
- If a banquet is held at the hotel/conference centre, a separate room is needed.
- **NOTE: On the registration form, attendees MUST fill out a form stating if they have any food allergies, etc. Information on special diet needs/allergies must be given in writing to the hotel/catering staff.** This could be a potential liability issue.

Other Things For Conference Organizers to Consider:

a) Opening Reception:

- This is an important 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 President/Board.
- Sponsorship of the event by provincial or municipal governments is always welcome.
- This is an excellent opportunity for the Local Organizing Committee and NCWC to publicize the organization and bring attention to what we do.
- It can be an opportunity to highlight local talent and customs, e.g., singers, dancers, etc.
- It is also an opportunity to invite local dignitaries and to thank sponsors.

b) Health Breaks during the Conference:

- Break costs should be included in the food costs.
- If possible get sponsors for breaks to help keep costs down.

Potential sponsors should be contacted three-six months before the event, and those agreeing sent confirming letters. Sponsors should be invited to the opening reception and receive both public thanks and a written acknowledgement of their contributions. Their sponsorship can be acknowledged on programs, etc.

c) NCWCDO and NCWC EF Luncheons/Annual Meeting:

- The President/Chair of DO and EF should consult with the NCWC President and the Host Council LAC about arrangements.
- DO and EF are responsible for the cost of their own programs, speakers, special audio/visual equipment, etc.
- DO and EF are responsible for the cost of meals for those attending their meetings and a fee is charged.
- Traditionally, DO has their lunch on Friday, and EF on Saturday because they have a longer program open to the public.

d) NCWC Banquet:

- This is part of the registration package and usually the most colourful/important social event of the conference.
- Plans for the banquet should be determined by the LAC with NCWC President/Board.
- Proper A/V and other equipment as required should be in place for the evening's emcee, the guest speaker, and entertainment.
- Sponsorship should be sought for wine, door prizes, etc.

e) Interfaith Religious Service (optional)

- This should be held in a quiet area and no more than 20 minutes.
- 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:
- NCWC holds a Bring and Buy/auction and has CW Boutique items for sales to help offset AGM costs. All proceeds go toward AGM costs.
 - Members are asked to bring articles to sell in a flyer included in the registration package.
5. Volunteers/Conference Staff
- See AGM Positions and Functions Chart in Appendix.
6. Media/Public Relations/Web Site
- A Public Relations plan can be developed by the Host Council in consultation with NCWC President. The plan could include press releases, interviews with the Local Council and with the NCWC President at the AGM.
 - All plans re media must be approved by the NCWC President.
 - It is useful to have an LCW related event to support the AGM Publicity.
7. Information, Deadlines etc.
- Ensure all materials are submitted to NCWC President by the dates provided in the Calendar of Events provided by NCWC, or as requested by the NCWC President.
 - Communications should be by email and copied to the relevant persons with copies kept on file.
 - The Host Council is required to submit a final report to NCWC within two months.
 - Registrants are requested to fill out the NCWC Evaluation Form in the docket and return to the President/or her designated representative.
10. Accounting
- No accounts will be paid on site.
 - Banquet tickets will be sold on behalf of NCWC and numbered. In addition to those distributed to registrants, the Host Council may receive a block of tickets which they can sell locally with all revenues going to NCWC.
 - Complimentary tickets will be provided to dignitaries and special guests by NCWC.
 - The contents of the ditty bags are the responsibility of the Host Council.
 - All invoices are to be forwarded to NCWC for approval and payment.
 - The NCWC treasurer must keep a strict accounting of expenses and do a balance sheet comparing the AGM Budget with actual expenses. This must be done as soon as possible but no later than three months after the events.

Notes/Suggestions

- Accommodation for the President 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 when possible and is a means of involving local people in Council activities.

Section 2: Annual General Meeting

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

(ii) Producing AGM Minutes

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

The Minutes Committee Convenor 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 Convenor 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 Convenor 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 Convenor shall sign two (2) copies of the final version and two copies shall be retained for the files (archives).

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

Please Note: If the NCWC President wishes to attend, she will be the delegate to the ICW. If she cannot attend, she can appoint someone to attend and represent NCWC. Costs required to attend must be assumed by the person or persons attending.

In the year prior to an ICW Triennial Meeting, delegates are chosen as follows: **NOTE: these procedures are only used when delegates are being provided with expense monies.**

- (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 Convenors

- (i) The Nominations Committee Convenor 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 Convenor who shall then prepare a list of those nominated for each position.
- (iii) Eligible nominees shall be notified by the Nominations Convenor. 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 Convenor. 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 Convenorship were received, or when it considers further nominations are needed. The Nominations Convenor may consult the Board for guidance in this situation.
- (vi) The Nominations Convenor will notify the President 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 Convenor, 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 Nominations Convenor shall prepare and forward an official election ballot to each member of the Voting Body.
- (viii) The Treasurer shall notify Nominations Convenor, 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 Nominations Convenor 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: pink for an NOS; green for a PCW; blue for a LCW; yellow for a Board Member, Convenor of a Standing Study Committee, a Convenor of an Administrative Committee; white for Life Members; mauve for Individual Members. Ballots shall be marked with the NCWC seal.
 - an envelope, addressed to the Returning Officer.
- (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, containing positions they have held at all levels of NCWC and positions they have held at the National level in similar organizations.

- (xi) Completed ballots must be returned in the envelope addressed to the Returning Officer, which is included in the Voting Package. Note: Ballots sent by fax or e-mail are not accepted.
- (xii) The Nominations Convenor shall notify the President of the number of Voting Packages sent out.
- (xiii) The Returning Officer shall advise the Nominations Convenor and the President of the number of sealed ballot envelopes returned and 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 Convenors in the alphabetical order of the Committees. She shall indicate which of the Vice-Presidents has been elected First-Vice President.
- (xiv) The Nominations Convenor shall immediately notify all candidates of the results of the election and forward to the Board a complete list of those acclaimed and elected.
- (xv) 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.
- (xvi) About a week after all candidates and the Board have been contacted, the Nominations Convenor shall forward by email the complete list of acclaimed and elected Directors and Convenors to the NCWC membership.
- (xvii) At the AGM, the names of those willing to fill vacancies shall be brought forward by the Board for consideration, but the Board has discretion in filling or not filling those positions at any particular time.
- (xviii) The Nominations Convenor, or her designate, presents at the AGM, the list of acclaimed and elected Directors and Convenors.
- (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 (e.g., Board, Life Member) on the occasion of a significant event (e.g., 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

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 Convenors
- 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
- Disclaimer clause
- 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

Please Note: the Newsletter is emailed to save postage costs but will be mailed to those members who do not have email. LCWs and PCWs are encouraged and even expected to distribute by email (or mail) the National Newsletter to all their members.

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 Convenors
- 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.

(iii) Subscription Rate

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

(iv) The President can share any in-coming government correspondence or parts thereof with the membership. All such correspondence must be kept in the files and archived.

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 Convenors of Standing Study Committees
- F. Guidelines for Convenors 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)

DRAFT 2020

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 Convenor	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 Recorder if she leaves the room.
Credentials Committee Convenor 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 Convenor.
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 Convenor	Presents proposed changes to By-Laws as well as Standing Rules for ratification
Resolutions Convenor	Presents the proposed amendments to the resolutions.
Resolutions Drafting Committee	Assists the Resolutions Convenor in recommending which Emergency Resolutions qualify as such and assist in any required editing to resolutions.
Minutes Committee Convenor + 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 (2)	Registers delegates, gives them their conference materials, tickets and swag bags. Makes sure that all delegates are paid up.
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:
 - Officers
 - Presidents or the appointed Representatives of the Federated Organizations (Local and Provincial Councils of Women, Nationally Organized Societies), NCWC Study Groups
 - NCWC Convenors
 - 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, Convenors 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 Convenor 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 Convenor 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/Dignitaries

Greetings from NCWC President

Motion to accept Emerging Issues Resolutions

Announcements:

In Memoriam - names to be given to Convenor

Friday Date: -----

7:00am - 8:30 am

8:45am - 10:15am

Breakfast (put in details)

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

First Plenary Session

Vice President of Session –

Moment of Silence

Opening Business - President

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 (In an election year only)

Constitution Committee -

10:15am - 10:40am

10:40am - 12:00pm

Refreshment Break -

First Plenary Session Resumes

Reports: President

Treasurer:

Motion to accept Financial Statements

Motion to set Acct. Firm for next year

Motion to accept budget for next year

Motion to increase dues (if required)

Motion to authorize borrowing from

Reserve for next year if deficit budget

Vice Presidents, Convenors, NOSs

LCWs, PCWs, Study Groups

12:30pm - 1:30pm
1:30pm - 3:15pm

Lunch -
Second Plenary Session
Vice President of Session -
Motion to accept the actions of the Board of Directors over the past year
Motion to accept reports as presented
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

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 –
Moment of Silence

10:15am - 10:40am
10:40am - 12:30pm

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

12:30pm - 1:30pm
1:30pm - 3:15pm

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

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

Refreshment Break -
Fourth Plenary Session Resumes
Policy Development Resumes

6:30 pm

NCWC Annual Banquet with Guest Speaker

Sunday, Date: -----

8:00am - 9:00am

Breakfast on Own
Interfaith Service
Registration
Fifth Plenary Session
Moment of Silence
New Business
In Memoriam

7:30 to 8:30am
9:00am - 10:15am

10:15am - 10:40am
10:40

Refreshment Break -
Closing Business for NCWC Conference
Closing Business - Courtesies Report: Report from Hosting Council, President of Hosting Council
Thank you to Hosting Council
Invitation to Host Next AGM from LCW/PCW
Adjournment

F. Guidelines for Installation of NCWC Directors and Convenors of Standing Study Committees

1. The installation ceremony takes place during the Banquet on Saturday evening.
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 Convenors – 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 Convenors of Local and Provincial Councils of Women

1. Initial Preparation
 - Contact the previous Convenor 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 Convenor 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 Convenor if national in scope.

H. Forms for use by NCWC Members

1. Policy Updates/Policy Book Form
 2. Membership Pin Order Form
 3. Donation Form
 4. Convenor Update Form for Local/ Provincial Councils of Women
 5. Proxy Authorization Form
 6. Nomination Form
 7. Acceptance of Nomination Form
 8. Election Forms including ballots
 9. Local Council of Women Membership Application Form
 10. Provincial Council of Women Membership Application Form
 14. NCWC Study Group Membership Application Form
 15. Nationally Organized Society Membership Application Form
 16. Locally Organized Society Membership Application Form
 17. Individual Member Membership Application Form
 18. Expense Claim Form
 19. Directory update form for Local and Provincial Councils - data base materials
- (NOTE: all membership forms should be on Website)

Publications available from National (VP Administration or President)

Constitution
By-Laws
Standing Rules
Procedures Manual
Resolutions/Policy Development Manual
Orientation binder for new Directors / Convenors
Start up/Membership Information Packages for Study Groups, LCW, PCW, NOS, and
Annual Brief to Government \\ Individual Members
Public Relations Material
Note Cards
Newsletter

I. Federated Organizations

The following organizations are affiliated with NCWC as of 2020 (*always see Directory for latest*)

(i) Local Councils of Women

1. Edmonton
2. Halifax
3. London & Area
4. Montreal
5. Niagara District
6. Ottawa
7. Prince Albert
8. Saskatoon
9. Toronto and Area
10. Vancouver
11. Winnipeg

(ii) Provincial Councils of Women

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

(iv) Study Groups

(iv) Nationally Organized Societies (See Directory for updated list)

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