



# POLICY AND PROCEDURE MANUAL

## Ontario Provincial Command GUIDELINES FOR CRAFTING / MAINTAINING



The policy respecting governance of Zones and Districts in the Command was changed some years ago to permit them to craft and maintain Policy and Procedure Manuals rather than By-Laws as many of these entities either failed to maintain any form of official governance and procedures, or maintained a number of assorted documents covering an array of matters. Although Policy and Procedure Manuals are not mandatory, all levels of the Command should consider maintaining this Manual to provide a point of reference respecting all matters associated with each entity which are either not referenced elsewhere, or fail to include local situations.

The content, on the whole, is not reviewable by the Constitution and Laws Committee at this time as the obligation is placed on the crafters of the document to ensure that the content does not infringe upon any By-Law, or violate any law in Canada **and** that it falls within the autonomy of the subject entity. However this Committee does review the document to ensure that it contains provisions referencing the acceptable process and procedure to create and/or amend the document provisions and that this process has been applied to the current submission.

The creation and/or amendment to *Policy and Procedure Manuals* must follow similar processes applicable to other means of governance. Thus the Tabling of a Notice of Motion (including the proposals) are presented at one Convention and moved for Approval at the next Convention. This procedure complies with the provision contained in The Rules of Procedures for Legion Meetings (Current edition) re the use of a Notice of Motion. The procedure can be amended; and once properly approved, may permit the tabling of a Notice of Motion at a scheduled Council Meeting with the subsequent approval at the next Convention. There must be a reasonable passage of time between these two facets to permit proper consideration of the proposal(s) by the Members ultimately voting re the matter.

This tabling and approval process ensures that the superior authority at the subject level is the approving body of all such matters contained within the document which impact the rights and privileges of the Membership along with providing customized policies and procedures for the subject entity.

The criterion listed below is supplied to assist re the creation of a Policy and Procedure Manual and may include matters of local or unique content:

- The Header must include the title '**POLICY AND PROCEDURE MANUAL**' and identify the entity.
- No provision shall infringe on any By-Law or violate any law in Canada.
- Provisions may include, but are not limited to the following:
  - i. Interpretations of terms used therein.
  - ii. Organization structure including Council Responsibilities, Meetings, Conventions.
  - iii. Elections/Appointments of Officers, Chairmen, etc.
  - iv. Terms of Reference for positions maintained by the entity.
  - v. Financial rules including the creation and maintenance of Special Funds and investments.
  - vi. Veterans care including any associated duties/responsibilities.
  - vii. Process/procedure associated with the creation/amendment of the provisions therein.
  - viii. Local activities etc. that may be unique to the area and in which the entity participates.

## Guidelines for Policy and Procedure Manuals Continued

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- The Notice of Motion (Command Form), including the proposed provisions and/or Amendments, are tabled at one Convention with no seconder or debate. (Reference the **NOTE: Notice of Motion** under Classification of Motions in **The Rules of Procedure for Legion Meetings**.)

**Note:** *The requirement involving the tabling and approval at two consecutive Conventions may be subsequently amended after the initial provision has been properly approved by the body, and has received Command Certification. The entity may then process an Amendment permitting the tabling of any future Notice of Motion (including proposals) to be tabled at a regularly scheduled Council Meeting which must have been clearly cited in the provisions referencing such Meetings. Relying on a provision that leaves the calling of Council Meetings to the Commander only does not fulfill this obligation and therefore such Meetings must be clearly cited in the provision. Further the tabling must be at least fifteen (15) days in advance of the approving Convention to permit distribution to the Members of Council and subsequent distribution to the affected Branches to ensure that eligible voting Members have been apprised in advance and able to thus make an informed decision.*

- The motion for approval is made at the next Convention and it must be approved by a majority.
- The provisions, once approved, must be properly signed by the Officers – Commander and Secretary with the date of such signatures being affixed thereto.
- Four (4) copies of each specified document listed on the **District / Zone Policy and Procedure Manual (PPM) Submission Cover Form** must be forwarded to Command.
- Council and/or Convention Minutes are not required to be submitted unless previously requested by the Constitution and Laws Committee.
- The submission will be reviewed by the Constitution and Laws Committee to ensure that the document includes the proper procedure respecting the creation/amendment of the provisions and that the process re the current document was completed properly.
- Official notification will be forwarded to the submitting entity respecting the aforementioned Review confirming compliance or requesting other action.
- The current Policy and Procedure Manual will be retained on file by Command for future reference, if necessary, once confirmed compliant.
- It will be the responsibility of the subject entity to ensure that the most current provisions have been forwarded to Command.

**Note:** *Failure to follow the above criterion may render any provision unconstitutional should it become included as a Breach of it in an Article III Complaint situation.*