



POLICY AND PROCEDURE MANUAL

Ontario Provincial Command

BRANCH GUIDELINES FOR CRAFTING / MAINTAINING



The evolution of creating a *Policy and Procedure Manual* by Branches has become more significant with the need to provide a reference document for all Members and retain a level of consistency in those matters not covered within the By-Laws, Branch Regulations, and/or Branch Clubhouse Rules. It is therefore reasonable to parallel the other levels of the Legion with the crafting of a *Policy and Procedure Manual* to provide a document which provides direction in dealing with these situations.

It is the obligation of the crafters of the document to ensure that the content does not infringe upon any By-Law or violate any law in Canada **and** the subject matter falls within the autonomy of the Branch. The Branch is not required to submit this document to Command for Review unless it is necessary for reference respecting an Article III Complaint, or other legitimate reason. The Provincial Constitution and Laws Committee will review the approval process of the document to ensure compliance with the acceptable procedure and determine if the scope of the provisions are applicable to the Branch.

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 General Meeting and moved for Approval at the next such Meeting. If the Branch does not hold regular monthly General Meetings, it may consider convening a Special General Meeting for the purpose of discussion and approval of the proposed provisions. However, there must be a minimum passage of time (30 days) between the Tabling and Approval Meetings. This will ensure that the voting Members have had enough time to consider the provisions which may impact their rights and privileges. ***Note:*** *A Special General Meeting cannot be called merely for the tabling of a Notice of Motion.*

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

- The Header must include the title '**POLICY AND PROCEDURE MANUAL**' and identify the Branch by its unique name and number.
- No provision shall infringe on any By-Law or violate any law in Canada. Thus, adherence to provisions associated with the Canada Revenue Agency, Canada's Not for Profit Organization Act, Alcohol and Gaming Commission, and Human Rights Codes are a few of the more prevalent situations impacting Branches.
- Provisions may include, but are not limited to the following:
 - i. Interpretations of terms used therein.
 - ii. Terms of Reference for Committees and positions maintained by the Branch.
 - iii. Hours of Operation.
 - iv. Financial rules including the creation and maintenance of Special Funds and investments.
 - v. Process/procedure associated with the creation/amendment of the provisions therein.
 - vi. Local activities etc. that may be unique to the area and/or in which the Branch participates.
- The Notice of Motion (Local Form), including the proposed provisions and/or Amendments, are tabled at one General Meeting with no seconder or debate. (Reference the **NOTE: Notice of Motion** under

Guidelines for Policy and Procedure Manuals Continued

Classification of Motions in **The Rules of Procedure for Legion Meetings.**)

- The motion for approval is made at the next General Meeting and it must be approved by a majority.
- All approved Provisions/Amendments must be incorporated in the current Policy and Procedure Manual and retained by the Branch for future reference.

Although *Policy and Procedure Manuals* are not mandatory, Branches should consider maintaining this Manual to provide a consistent point of reference respecting all matters associated with the Branch including those unique and local situations.

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