



# The Royal Canadian Legion Ontario Provincial Command



## **DISTRICT / ZONE POLICY AND PROCEDURE MANUALS (PPM)** **GUIDELINES FOR CRAFTING / MAINTAINING**

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### **BACKGROUND**

The policy respecting the governance of Districts and Zones in the Command was changed in 2010 to permit them being able to craft and maintain Policy and Procedure Manuals rather than By-Laws, as several entities either failed to maintain any form of official governance and procedures, or maintained various assorted documents covering an array of matters. Unfortunately, the response was limited, and it was determined that in today's environment, it is essential to maintain a document of Governance in either a By-Law or Policy and Procedure Manual format or two (2) separate documents.

With recent changes to the Command By-Laws, Districts and Zones that presently do not maintain a current **Command Certified** governance document will be provided a reasonable and appropriate amount of time to comply during the pending 2022 – 2025 Term of Office.

### **POLICY AND PROCEDURE MANUAL CRITERIA**

The following criteria shall apply to the development, crafting, and processing of the subject PPM document. Please note that where 'District' is cited, it shall import 'Zone' where appropriate:

- The Front Cover Page & inside Header must include the title '**POLICY AND PROCEDURE MANUAL OF DISTRICT \_\_\_\_\_**' and identify the entity.
- No provision shall infringe on any By-Law or violate any law in Canada.
- The PPM document must be appropriately organized and in an easily readable and referencing format avoiding paragraphs and other entries containing various subjects without appropriate breakdown, separation, and identifiers.
- Any matter previously included as an Appendix to any document must be included in the current PPM document under its own **ARTICLE** listing as all such matters form integral parts of the Policy and Procedure Manual.
- Provisions may include, but **are not limited to**, the following:
  - I. **INTRODUCTION** – Used to list all previous document Titles utilized by the District/Zone as their form of Governance and Policy for various subjects.
  - II. **INTERPRETATION** – Include frequently used terms in the PPM document. *Reference the By-Laws for samples of such terms.*
  - III. **ORGANIZATION** – Hierarchal structure, authority, and jurisdiction.
  - IV. **DISTRICT CONVENTIONS** – Cite all details respecting accreditation, frequency, etc.
  - V. **DISTRICT OFFICERS** – List elected Offices & vacancy provisions.
  - VI. **ELECTIONS** – Include eligibility requirements and all aspects in the process from start to finish.
  - VII. **DISTRICT COMMITTEES** – List all Committees, how created, and who appoints the Members.
  - VIII. **DISTRICT COUNCIL** – Identify the Members (elected & appointed), Meetings, Quorum, Responsibilities, Levies, etc.: **Note:** *Choose a Secretary and Treasurer or a Secretary-Treasurer.*
  - IX. **DUTIES/TERMS OF REFERENCE** – Specify the duties applicable to each Office, Committee Chair, & other Positions. Reference to a specific Manual available from the Commands should

## Guidelines for Policy and Procedure Manuals Continued

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be cited where appropriate.

- X. **DISTRICT FINANCIAL OPERATIONS** – Rules citing eligibility of those identified to be permitted to sign cheques & initiate other financial transactions. May also include the creation and maintenance of Special Funds.
  - XI. **VETERANS CARE/HOSPITAL FUND** – Hospital care including any associated duties & responsibilities. May include the participation of Members in outside Committees re the subject matter and also the creation of internal Committees respecting these matters.
  - XII. **INVESTMENT POLICY** – Include all matters relevant to investments and their maintenance including the securing and surrendering of investments.
  - XIII. **LOCAL ACTIVITIES** – Programs & initiatives unique to the area and in which the entity participates.
  - XIV. **EVENT GUIDELINES** – Other matters that may be relevant to the entity such as Parades, Convention / Council venue arrangements/setup, etc. Thus as an example, venue arrangements for Convention and Council Meetings should be listed under separate ARTICLES.
  - XV. **CREATION/AMENDMENT PROCESS** – The procedure associated with the creation/amendment of the provisions contained herein.
- The **Notice of Motion** (Command Form), including the proposed provisions and/or Amendments, are tabled at one (1) 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 (2) consecutive Conventions may be subsequently amended after the initial provision re Amending at two (2) consecutive Conventions 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 only the Commander does not fulfill this obligation and therefore such Meetings must be clearly cited in the provisions.*

*Further, the tabling at a Council Meeting 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 all eligible voting Members have been apprised in advance and able to make an informed decision.*

*There may be occasions when a proposed amendment is raised at the Convention and due to its importance and/or urgency, can not be advanced in the normal process. In this case, the use of a Notice of Motion may be waived upon the concurrence vote of two-thirds (2/3) of the voting Members present. This provision must have been included in the PPM document, passed, and Certified prior to its use at any subsequent Convention.*

- The motion for approval is made at the next Convention and it must be approved by a majority of the accredited delegates present. A higher degree of approval is left to the prerogative of the entity.
- Include a statement at the end of the BL document immediately prior to the Officer signatures block citing the date and location of the Convention at which the provision(s) were passed.
- The provisions, once approved, must be signed by the Officers – Commander and Secretary – with the date of such signatures being affixed thereto at the end of the PPM document in the Signature Block.
- Four (4) copies of each applicable PPM documents used in the process and listed on the **District / Zone Policy and Procedure Manual (PPM) Submission Cover Form** (Command Form) must be forwarded to Command within one (1) month of approval.

## Guidelines for Policy and Procedure Manuals Continued

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- Four (4) complete copies of the signed Minutes (excerpts will not be accepted) involving the Tabling of the Motion and its approval must also be forwarded to Command with the aforementioned submission of the PPM documents to provide documentary confirmation that the process was completed properly.

### **COMMITTEE REVIEW / CERTIFICATION**

The Provincial Constitution and Laws Committee's review Criteria and applicable responses are as follows:

- That the PPM document was properly processed and approved by the subject entity.
- That the content does not infringe upon any By-Law or manual of the Commands, nor violate any law in Canada.
- That the PPM document is in an organized and legible format.
- That the provisions contained therein are within the autonomy of the subject entity and applicable provisions from The General By-Laws of Ontario Provincial Command are included in the PPM document for the proper reference.
- That all spelling, punctuation, and other content determined to be in error or requiring clarity is highlighted and correction requested.
- That the PPM document contains provisions referencing the acceptable process and procedure to create and/or amend the provisions therein.
- That a reply will be forwarded in due course to the submitting entity with the results and comments respecting its review.
- That a **Certificate of Review** will be issued, if appropriate, unless the entity is directed to make changes/corrections, and/or redo the process.
- The certified Policy and Procedure Manual will be retained on file by Command for future reference.

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

**This is a living document and will be modified on a regular basis when situations arise indicating that there is confusion respecting a specific matter and thus requiring clarification. It is therefore beneficial for all users when engaged in crafting or amending their PPM document to reference the Command Website for the most current version of the Guidelines.**