



POLICY AND PROCEDURE MANUAL

Ontario Provincial Command GUIDELINES FOR CRAFTING / MAINTAINING DISTRICTS / ZONES



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. Unfortunately, the response was limited and now the By-Laws require that all Districts and Zones maintain a document of Governance in either a By-Law format or a Policy & Procedure Manual format, or both. With these recent changes, Districts and Zone that presently do not maintain a current governance document will be provided a reasonable and appropriate amount of time to comply.

The content will be reviewable by the Constitution and Laws Committee 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. The Review will also include highlighting spelling, punctuation, and other content determined to be in error or requiring clarity. The Committee will also 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. This procedure may be amended; and once properly approved, may permit the tabling of a Notice of Motion at a regularly 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 distribution and consideration of the proposal(s) by the Branches and Members ultimately voting re the matter at the Convention.

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, Chairs, etc.
 - iv. Terms of Reference for positions maintained by the entity.
 - v. Financial rules including the creation and maintenance of Special Funds and investments.

Guidelines for Policy and Procedure Manuals Continued

- 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.
- 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 only the Commander 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 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.

- 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.
- The submission of sufficient copies of the Council and/or Convention Minutes involving the two (2) Meetings are required to support that the process was completed properly.
- The submission will be reviewed by the Constitution and Laws Committee as noted above and a reply will be forwarded to the submitting entity with the results and comments respecting its findings.
- A **Certificate of Compliance** will be issued, if appropriate, unless the entity is directed to make changes/corrections, or redo the process.
- The certified Policy and Procedure Manual will be retained on file by Command for future reference, if necessary.
- 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.*