



**DISTRICT COMMANDER'S
HANDBOOK**

NOVEMBER 2019

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WELCOME! - and thank you for accepting the position of District Commander. You - along with your Deputy District Commander have the responsibility of assisting Ontario Command with the administration of The Royal Canadian Legion in your District.

As you know the title of any position in the Legion comes with many tasks to be performed. (See GBLO, Article VII)

This handbook is designed as a reference to assist with those tasks and points you to the various Legion Manuals available for the most up-to-date information. It is by no means all-inclusive and will be updated when needed. *Always use the current manuals as your principle guide.*

LEGEND:

- **AGCO** Alcohol & Gaming Commission of Ontario
- **BOT** Break Open Tickets
- **BOT** Board of Trustees
- **GBL** General By-Laws
- **GBLO** General By-Laws (Ontario Provincial Command)
- **GBLB** General By-Laws for Branches of the Ontario Provincial Command

- **NPO** Non-Profit Organization
- **OTF** Ontario Trillium Fund
- **PEC** Provincial Executive Council
- **PAC** Provincial Administrative Council
- **RAP** Ritual, Awards and Protocol Manual
- **SEO** Senior Elected Officer

SOME MANUALS AVAILABLE

The 5 main manuals that you should have in your possession at all times – *current edition*:

- General By-Laws
- General By-Laws of the Ontario Provincial Command
- Rules of Procedure for Legion Meetings
- Ritual, Awards and Protocol Manual
- Legion Officers' Manual

SOURCES OF INFORMATION

The Dominion Command and Ontario Command websites are a vast source of information, including forms and manuals at your fingertips. Because of the high cost of postage and the labour involved in processing it the Legion is rapidly transitioning towards electronic communications at all levels. Therefore, it is essential to have access to a computer. Share all information received with your Council and Branches.

Dominion Command website address is www.legion.ca

Ontario Command website address is www.on.legion.ca

GOVERNANCE

Some basic information...

The Legion was founded and incorporated under an act of parliament. The Secretary of State first awarded letters patent in 1926 under the companies act - and this in fact became our Charter but the Legion pushed to have the organization recognized and proclaimed with its own Act.

The Royal Canadian Legion is incorporated at the national level only: For purposes of opening new bank accounts, applying for grants or loans and other such services Branches are asked for Corporation information about our organization. Here is the information needed:

Corporation Number 058870-9

Business Number (BN) 107928798RC0001

Corporate Name: The Royal Canadian Legion.

Governing Legislation: Special Act of Parliament-1948-06-30. Legion Act 1990

Registered Office Address

86 Aird Place Ottawa ON K2L 0A1

The Branches and Provincial Commands are chartered by Dominion Command in accordance with the Act to Incorporate as per Chapter 84 of the Statutes of 1941 amended in 1981 and the General By-Laws of The Royal Canadian Legion. The Act also specifies that Branches are autonomous with respect to their affairs and have the power to make by-laws and regulations to govern their activities ***provided*** they are consistent with the Act to Incorporate and the General By-Laws of Dominion and Ontario Commands.

The Royal Canadian Legion and all Branches operate as non-profit organizations under the Income Tax Act - See Section 149 (1) (1) and the Legion Officer's Manual for more information.

A **non-profit organization (NPO)** is a club, society, or association that's organized and operated solely for:

- social welfare
- civic improvement
- pleasure or recreation
- any other purpose except profit.

RESOLUTIONS – *how to prepare...*

Information is contained in the following publications:

GBLO - Section 312 & 313

GLB - Sections 919 to 925

Officers' Manual - Branch Section

Changes to our By-Laws can only be made through the proper use of the resolution process. It is a formal expression of an individual (or committee – Provincial/National) placed before a meeting (branch general meetings or conventions) for acceptance. Resolutions should only address one topic or issue. The “Whereas” sections should contain accurate information, be concise to understand the rationale and kept to a minimum. The “Resolved” section should clearly state what action should be taken.

Zones and Districts **do not** have authority to make resolutions. Branches **do not** have to submit resolutions to Zones and Districts for approval, although **it is preferred in order to get additional membership support** at Conventions. Resolutions may proceed directly to Provincial Headquarters.

PETITIONS

The use of petitions created to show a non-confidence vote within a branch, zone, district, and/or provincial command are meaningless. While they may serve to show dissatisfaction, they can not affect change. As stated above, only a resolution can do this.

ADMINISTRATION

GENERAL DUTIES OF THE DISTRICT COMMANDER:

The District Commander, as the Chief Executive Officer of the District, should be familiar with the GBL and GBLO and GBLB. It shall be your responsibility to exercise a general supervision over all Branches within your District. Refer to ‘*General Responsibilities of a District Commander*’ in the Legion Officers Manual for more information. You are a member of the PEC.

STARTING YOUR TERM BASICS:

- Appoint a District Secretary and a District Treasurer (or Secretary/Treasurer)
- Appoint a Chairman for each District Standing Committee
- Complete a District Profile of all Officers & Standing Committee Chairmen and send it to the Provincial Headquarters and your District Council. All Command Officers, Provincial Standing Committee Chairmen and the Special Section Representative who are Members of a Branch within the District are members of the District Council.
- Arrange to complete District Signing Authority at the Bank for all accounts.
- Schedule District Council Meetings and Conventions – dates and venues and confirm in writing to the host Branches.
- Schedule an orientation/information meeting with your District Council at the beginning of the term to review with them their duties, policies and procedures related to the District.

- Forward copies of all Council and Convention Minutes to Provincial Headquarters for information purpose.

CHAIRING A MEETING:

Always have handy the Rules of Procedure for Legion Meetings for information and guidance on chairing a meeting, responsibilities of members in attendance, rules and procedures for processing motions. All Legion Officers and Branches should also have this manual. (Download/print from Dominion Command – *Branches/Command Resources – By-Laws and Branch Management*).

REPORTING:

The District Commander is expected to attend District Council Meetings and District Conventions and will present a written report on his activities within his District since the last District Convention Report. The District Commander should ensure he passes along the reporting procedures to the Deputy District Commander - For example, what type of information do the reports usually contain? Does the Deputy District Commander read his report at the District Council Meeting and again on the Convention floor? Or just at Council? Or just at Convention? The District Commander should encourage branches to send delegates and observers to all conventions.

DISTRICT STANDING COMMITTEE CHAIRMEN

GBLO Section 707. (1) states the following Standing Committee Chairmen are appointed by the District Commander and these District Chairmen assist and advise their appropriate Zone Standing Committee Chairmen in their work. It is recommended they meet with the Zone Committee Chairmen in the District for information and training purposes, to organize training seminars and establish reporting requirements – at least once per year. Always be available for questions and guidance. District Chairmen are encouraged to form a committee, which can include the applicable Zone Chairman and to ensure that information from the District Chairmen is forwarded to each of the Zones.

Membership
Poppy
Public Relations
Sports (elected or appointed)
Track & Field
Leadership Development
Veterans Services/Seniors
Youth Education

PROVINCIAL CONVENTIONS AND PEC MEETINGS

The District Commander is a full member of the Provincial Executive Council and, as such, is encouraged and expected to take part in all decisions. Expenses are paid by Provincial Headquarters per the Expense Account Policy

The P.E.C. is held in November, usually the Saturday following November 11th each year. Following Saturday's meeting there is a reception/dinner. Dress is Business Attire. An escort is included in the invitation. There is usually a cost for the dinner to the District Commander (deducted from your per diem). You will be advised of the cost in advance.

The District Commander holds a vote by virtue of his office at the Provincial Convention but cannot carry proxies if he attends as a P.E.C. delegate rather than as a Branch delegate (cannot be both).

Provincial Conventions are held every second year (odd number) usually commencing on the 1st or 2nd Sunday in May.

DOMINION CONVENTIONS

As a District Commander you do not hold a vote at Dominion Convention by virtue of your office. You could attend as a delegate of your own Branch and carry up to four (4) proxies or attend as a delegate of Ontario Command and carry zero (0) proxies.

You are expected to attend all Conventions and P.E.C. meetings - to participate, learn and enjoy comradery.

The District Commander will recommend whips and scrutineers as requested by the Provincial Chairman for Dominion and Provincial Conventions

EXPENSE POLICY

The following is general information only, please refer to the Ontario Command Expense Policy for further information.

Expense accounts are to be submitted monthly and/or within sixty (60) days following the end of the month in which the expense is incurred, otherwise they will not be honoured.

All expenses incurred prior to 31 May in any year must be submitted to Provincial Headquarters for payment no later than 15 June each year.

Expense accounts must record the date the form was completed, the date that the travel occurred, the purpose of the travel, the kilometres travelled etc. Receipts must be submitted for air, train

or bus fares, accommodation, postage (only when applicable) etc. Any claim submitted without the required information will be returned. Please note that all expense accounts must be signed.

It is the District Commander's responsibility to verify all expense claims that are being forwarded to Provincial Headquarters for payment. The District Commander must sign the expense document as verifying of having done so.

The Expense Account Policy does not provide for the payment of expenses incurred by any officer or Standing Committee Chairman that extends beyond the term of office.

Any member of the District or member of a provincial standing committee residing outside of the zone or district will be permitted mileage only from his resident branch for travel within his zone or district in carrying out of the duties and responsibilities of his office and not from one's place of residence.

While the expense account policy provides for the Provincial President (or his officially designated representative) to attend a memorial service for a member of the provincial executive council, it does not provide authority for payment of expenses to other provincial officers to attend funeral services of Legion members.

Any member receiving monies for a travel expense voucher which has been submitted in advance of, standing committee meetings, PEC or PAC meetings and Provincial and Dominion conventions and are unable to attend for whatever reason must reimburse Provincial Headquarters for the said amount within 14 days of the meeting.

Any expenses not covered in this policy will be the responsibility of the District, Zone or individual.

All expenses must be submitted on the provided Ontario Command Travel Expense Voucher or the Ontario Command Expense Form. Any District, Zone or individual fabricated expense form will be returned to the individual for re-submission on the proper form.

VISITATION POLICY

The visitation Policy can be found in the Officers' Manual.

Proper Reception of a Provincial Command Officer

Information regarding proper protocol can be found in the Officers' Manual, Protocol Section and in the Ritual, Awards and Protocol Manual.

Should you wish the attendance of a Command Officer at a function, Visitation forms can be obtained from the Ontario Provincial Command website under Committee forms and must be completed and sent to Provincial Headquarters for their approval.

MANUALS NEEDED BY ALL BRANCHES - CURRENT EDITIONS

General By-Laws of The Royal Canadian Legion	Dominion Command
General By-Laws of Ontario Provincial Command	Provincial Command
General By-Laws Ladies' Auxiliary, Ontario Provincial Command	Provincial Command
Ontario Command Officers' Manual	Provincial Command
Act to Incorporate	Dominion Command
Ritual, Awards and Protocol Manual	Dominion Command
Rules of Procedure Legion Meetings	Dominion Command
Branch Leadership Manual (for historical purposes only)	Dominion Command
Membership Guides	Dominion Command
Sports Guide – (Dominion)	Dominion Command
Sports Guide – (Provincial)	Provincial Command
Poppy Manual	Dominion Command
Public Relations Manual	Dominion Command
Service Officers Handbook	Dominion Command
Real Property Development Handbook	Dominion Command
Chaplain's Manual	Dominion Command

Some manuals are available in printed form through Provincial Headquarters at a reasonable cost.

DISTRICT BRANCH ADVISORY COMMITTEE

The District Branch Advisory Committee provides financial and administrative assistance, training and guidance to branches in the District who are experiencing financial/administrative problems that the branch officers may not have recognized or cannot resolve on their own as per the GBLO Section 503 (3). The District Commander and Deputy District Commander are members of this committee as are the Zone Commander and Deputy Zone Commander of the respective Zone in which the subject Branch is located. Further, the District Commander shall appoint a minimum of two (2) additional Members who possess special expertise in Branch operations and financial matters to provide advisory assistance, when extra assistance is required in a particular Branch.

HANDLING OF COMPLAINTS

Full instructions and information on the Legion's Complaint Procedure can be found in the GBL Article III and the Legion Officers Manual which provides additional details. The District Commander does not get involved with complaints against branch members, unless he is instructed by Provincial Headquarters. A District Chaplain is an obvious choice to handle the mediation process. It is a good idea to appoint a team of members within the District willing to be called should it become necessary to appoint a complaint hearing committee rather than

struggling to find members for this task at the time. Past District Commanders might be good candidates. Training should be given on the complaint hearing process.

The District Commander should ensure that all Branch Presidents and Secretaries are familiar with the complaint procedure should a complaint be received at Branch level.

Complaints against a Ladies' Auxiliary member may only be lodged by another Ladies' Auxiliary member and the provisions of GBL Article III shall apply in respect of procedures.

Complaints against a Zone or District Officer are lodged directly with the Executive Director at Provincial Headquarters.

PROCEDURE FOR SURRENDER OF A CHARTER BY A BRANCH OR A LADIES' AUXILIARY TO A BRANCH

Should the unthinkable happen after all other options have been considered, you may be asked to assist the Branch with the proper procedure which can be found in the Legion Officers Manual.

PROPERTY COMMITTEE ONTARIO COMMAND

Information regarding borrowing, mortgaging, selling and/or leasing of property and branch construction can be found in the Legion Officers Manual. NOTE: Lines of credit represent potential borrowing by a branch and are subject to the same procedure as other borrowing. This includes a review by Ontario Command. Please ensure that the lines of credit follow the same procedure as required for all other borrowing.

The establishment of the property committee was done to ensure that the branch is proceeding on the basis of sound financial rationale and with the necessary expertise. The Property Committee may recommend the assistance/intervention of the Branch Advisory Committee where indicated, before proceeding further.

ANNUAL BRANCH INSPECTIONS

If a Zone Commander has flagged the branch for assistance, a copy of the inspection report along with documents is immediately sent via email to the Provincial Headquarters (Jen LeClair) with a cc: to the District Commander. These reports will get triaged and sent to the Provincial SEO for their comments to the Provincial President.

The District Commander will receive all the Branch Inspection reports from the applicable Zone Commander via email. They **must** be reviewed on a timely basis. The District Commander adds his comments and then forwards the report and documents to Provincial Headquarters (Jen LeClair) who will then forward to the SEO and Provincial President.

WHEN DOES A BRANCH NEED ASSISTANCE?

Here are some of the reasons why a Legion Branch can be flagged for further review and assistance. It is in the best interests of assisting Branches to become safe and sound financially, administratively and in compliance with Legion policies and procedures.

- Non-compliant financial reporting
- Incomplete Financial Statements
- Lack of Financial Statements or refusal to provide at time of Zone Commander's Inspection or any other documentation as required
- Financial Statements indicating large financial losses or year over year losses
- Financial Statements with no certificate of compliance, reconciliation or Financial Review Committee reports in accordance with the By-Laws
- Co-mingled Financial Statements
- Non-compliant Lottery activities and reporting
- Breach of By-laws and/or Branch Regulations
- Lack of authorized Special Use Forms as required for Poppy Trust Fund expenditures

FINANCIAL ADMINISTRATION

DISTRICT FINANCE POLICY – ONTARIO COMMAND

The following Finance Policy will apply to all Districts within Ontario Command...

1. All monies shall be deposited to a Canadian Banking Institution that is federally licensed in the name of the District.
2. The signing authorities for all District bank accounts shall be the District Commander, Deputy District Commander(s), Treasurer, Secretary and/or Secretary/Treasurer.
3. Two signatures are required on all cheques and at no time shall a blank cheque be signed.
4. A complete written financial statement of all District accounts must be made at all District Council and District Conventions.
5. All invoices, expense accounts and donations must be paid by cheque.
6. A complete District financial review/audited statement must be presented to the Fall Convention or Council following the end of each fiscal year or no later than the end of October of the applicable calendar year. The statements would then appear in the council minutes at the Spring Convention.
7. A copy of the complete financial review/audited statement of all accounts including Sports - for the end of each fiscal year must be sent through the District Commander to Provincial Headquarters on or before 31 October of each calendar year and must include a list of all investments. (see note below)
8. All excess Sports Funds must be returned to the District General Fund at the end of each term of office. It is noted that a District may establish and retain an amount at the beginning of each term that may be held by the District Sports Officer.
9. Districts are responsible to submit any reports required by the federal or provincial government related to their finances.

10. District Commanders are responsible to ensure that all Branches submit financial reports to the District Commander and Provincial Headquarters within the specified time period.
11. All investments must be in the name of a District and not individual members
12. Funds can be invested in but not limited to the following: Guaranteed Investment Certificates, Bankers' Acceptance, Treasury Bills, government of Canada Bonds.
13. All Investments, including renewals, must be approved at a meeting of the District Council.

NOTE: The complete review/audited statement (item 7) must include the following accounts, General, Sports, Bursary, Disaster Relief, Track & Field, Veterans Comfort Fund, Youth Sports, Lottery, Hospital Fund and any other funds not listed.

A copy of the Certificate of Compliance and Financial Review Report for District at the end of this handbook.

GENERAL INFORMATION

ONTARIO PROVINCIAL HEADQUARTERS:

The Royal Canadian Legion

89 Industrial Parkway N.

Aurora, Ontario L4G 4C4

Phone: 905-841-7999

Toll-free: 888-207-0939

Fax: 905-841-9992

www.on.legion.ca

Executive Director: Pamela Sweeny

Assistant Executive Director: Juanita Kemp

SENIOR ELECTED OFFICERS:

President

Garry Pond

Immediate Past President

Sharon McKeown

First Vice-President

Derek Moore

Vice-President

Brian Harris

Vice-President

Lynn McClellan

Vice-President

Pam Davidson

Chairman

Ron Goebel

Vice Chairman

Ron Crown

Honourary Treasurer

Terry Jacobs

Legion members are reminded that any communication of Legion business should be through the established Chain of Command. Individual members should communicate to Provincial Headquarters through their Branch, Branches through their respective Zone Commanders and

Zone Commanders through their respective District Commanders. Members of Provincial Committees should direct their inquiries to their respective Provincial Committee Chairman.

INSURANCE COVERAGE

Ontario Command has policies to cover the following:

- General Liability - for general claims against the Zone, District or Provincial Command.
- Directors' and Officers' Liability – covers all PEC positions, Deputy Zone Commanders and all other elected and appointed officers at the Provincial, Zone and District level.
- Travel Insurance for death and dismemberment - limited coverage for death and dismemberment in accordance with the policy for the following members: PEC, CF Directors, Members serving on Boards of Management or Branch Advisory teams, all elected and appointed officers at provincial, district and zone levels.
- Dishonesty policy - covers the following positions: Signing officers of Provincial Command, District Commander, Deputy District Commander, District Treasurer, District Sports Officer, Zone Commander, Deputy Zone Commander, Zone Treasurer, and Zone Sports Officer.

Claims must be reported immediately to Provincial Headquarters and coverage is only to the extent of the provisions of the insurance policy applicable. In accordance with the Act to Incorporate, branches are autonomous with respect to their operations and are not covered by the insurance policies purchased by Ontario Command.

District Commanders should be aware of any branches within the District that do NOT have “volunteer” coverage added to their insurance policy are putting their volunteers at risk. If a volunteer who is not a member of the executive helps out at the meat draw and breaks their arm, they are not covered under the standard policy. A cadet that goes poppy tagging is not covered under the branch insurance policy. A volunteer bartender is not covered, etc. Most members believe everyone at the branch whether executive member or volunteer member is covered.

Party Alcohol Liability insurance (PAL) is another protection that we strongly suggest as an added option to any hall rental contract. It is approximately \$75 for the “event”. If a couple is having a “stag and doe” at the branch and have rented the upper hall, people are not only suing the Legion Branch if someone leaving the stag and doe gets into an accident, or slips and falls on the stairs or in the parking lot.....they are also are suing the “hosts” of the function. This protects the person renting the hall, whether it’s for a private party, wedding, Jack & Jill, birthday celebration.

CERTIFICATE OF COMPLIANCE (DISTRICT ACCOUNTS)

We, the undersigned Financial Review Committee, appointed by District ____ on _____ to conduct an annual Review of the District _____ Account, do hereby attest and declare that we have completed the Financial Review in accordance with the guidelines and that we have conducted sufficient tests of those accounting records which are susceptible to testing to satisfy ourselves that the financial statement for the period 01 June _____ to 31 May _____ present fairly and reasonably the financial position of the **District _____ Account.**

District: _____ Date: _____

Review Committee Chairman: _____

Committee Members: _____

Comments by Review Committee:

Approved at the District Convention
held: _____

Signed: District
Commander _____

FREQUENTLY ASKED QUESTIONS (with answers)

1. Question

What may disqualify a member from running for elective office at Branch level?

Answer - If he is not a voting member or if he is not in good standing.

2. Question

Are there any restrictions a Branch may impose upon those running for elective office at Branch level?

Answer – Yes, refer to GBLO Section 403 and GBLO Section 404 (a) The By-Laws for Branches contains restrictions on election to President or Vice-President Offices - GBLO Section 403 and on election to the Executive Committee - GBLO Section 404 (a)

3. Question

May a paid employee of the Legion run for elective office and resign his paid employment if elected?

Answer – Yes, GBLO Section 909 (3)

4. Question

How many levels of corporate structure are in the Royal Canadian Legion?

Answer - There are three (3) levels - Branch, Provincial Command and Dominion Command as created by the Act to Incorporate.

Note: Zones and Districts are administrative arms of Provincial Command.

5. Question

May a member hold more than one elected office in The Royal Canadian Legion?

Answer - Yes. A member may, if qualified, hold one elective office at each level of Command in The Royal Canadian Legion.

6. Question

Does a member holding elective office have to resign that office to run for a higher office?

Answer – No, however, a member may hold only one elective office at each level of the Legion

7. Question

Can a Branch prevent a female member from holding elective office in the Branch and the Ladies' Auxiliary simultaneously?

Answer - A Branch may not prevent a member of the Ladies' Auxiliary from running for elective office if qualified (see answer to Question 2) – except for the office of President. GBLO Section 906 (6) states “No member shall simultaneously hold the positions of Branch President and President of the Ladies' Auxiliary to the Branch.”

8. Question

Can a member who is suspended from the Branch run for office while under suspension?

Answer - No. A member under suspension is a member who is not in good standing for any purpose.

9. Question

Can a member run for office when deprived of Clubroom Privileges?

Answer - Yes.

10. Question

Can a Branch limit the consecutive terms of office that a member can hold any elective office?

Answer - No.

11. Question

Can a Branch limit the types of membership that hold office or sit on Committees, i.e., Ordinary, Life, Associate, Affiliate Voting?

Answer - No. Branches may not discriminate among voting members.

12. Question

When the By-laws state “any Branch Officer or Executive member absent from three consecutive meetings without approval shall cease to hold office”, does this apply to the Immediate Past President?

Answer - Yes. The GBLB Section 509 (2) states ”Should the Immediate Past President be absent from three (3) consecutive meetings of either the Executive Committee or the Branch, or a combination of both, without due cause satisfactory to the Executive Committee, he shall cease to hold office.

13. Question

Are female members who chair meetings or committees referred to as “Chairpersons”?

Answer - No. The member holding such office is addressed as Comrade Chairman regardless of the member’s sex. They are also never addressed as Comrade Chairlady or Comrade Chairwoman. Those in the Ladies’ Auxiliary are addressed as Madam Chairman.

14. Question

Can an Executive Committee member be removed from office by a vote of “no confidence”?

Answer – No. *Elected* Officers or *Elected* Executive Committee Members who fail to perform their duties to the best of their abilities should be so charged under GBL Article III. Members *appointed* to the Executive Committee, such as a Standing Committee chairman may however, be removed from his position without using Article III if he fails to perform to the best of his ability - with approval of the Executive Committee.

15. Question

Can a widow, child, etc., of a deceased veteran wear his medals?

Answer - No. Section 377 of the Criminal Code of Canada states it is unlawful.

16. Question

Can a Notice of Motion be amended?

Answer - Not at the meeting at which it is first presented. Yes - at the subsequent meeting at which the Motion is to be considered, the amendment must be relevant to the subject to be

amended. **Note:** Although the Notice of Motion may require a two-thirds majority for approval, amendments to such Motions only require a majority for approval.

17. Question

How is a Notice of Motion presented?

Answer - When a Notice of Motion is presented to a General Meeting, the member presenting it shall state: “At the next General Meeting (**state month**), I shall move or cause to move the following Motion”. The Motion shall then be read out in its entirety and signed by the member presenting it and is not open to discussion until the next meeting. It should then be posted on the Branch bulletin board for information of all Branch members.

(Exception - Notice of Motion re: mortgaging, leasing or selling of property must be sent by mail at least 10 days prior to meeting at which the issue will be discussed).

18. Question

Can a Notice of Motion be dealt with if the mover of the Motion is not in attendance at the meeting at which it is to be considered?

Answer - Yes. Another member may move its adoption, (cause to move).

19. Question

Can the members who move and second a Motion speak against the Motion or vote against it?

Answer - The mover of the Motion may vote against it but may not speak against it. The seconder of the Motion may speak *and* vote against it.

20. Question

Can Branch members employed by the Branch be Branch delegates to Zone, District, Provincial Command or Dominion Command Conventions?

Answer - Yes. Branch members who are employees of the Branch may be Branch delegates.

21. Question

May paid employees of the Legion receive Honours and Awards at the level at which they are employed?

Answer - Yes, provided that the award is for service rendered other than for duty as a paid employee.

22. Question

How many members are required to form a Ladies' Auxiliary to a Branch?

Answer – As per the Ladies' Auxiliary By-Laws Article II, Section 212 (1) twenty (20) or more are required. The Ladies' Auxiliary of Ontario Command may request the surrender of the Charter when the Auxiliary fails to maintain sufficient membership as per the Ladies' Auxiliary By-Laws of Ontario Command, Article II Section 213.

23. Question

Is it in order for a nominating committee to submit two names for the same office?

Answer - Yes.