

PROVINCIAL COUNCIL OF WOMEN OF ONTARIO
STANDING RULES

ARTICLE 1 – INSIGNIA

ARTICLE II – OBJECT

ARTICLE III – GOVERNANCE

Section 1: Criteria for Participating in Coalitions or Becoming part of Government Committees

A. Participating in Coalitions

- (i) The policy and objectives of other organization(s) must be compatible with those of PCWO.
- (ii) The nature and extent of PCWO involvement is clearly stated in writing.
- (iii) Any expenses to be incurred by PCWO are identified and within the budget.
- (iv) PCWO must be able to have a recorded abstention over policy statements and actions proposed by the organization.

B. Becoming Part of Government Committees

- (i) The nature and extent of PCWO involvement is clearly stated in writing.
- (ii) Any expenses to be incurred by PCWO are identified and within the budget.
- (iii) PCWO must be able to have a recorded abstention over policy statements and actions proposed by the committee.

ARTICLE IV – POLICY

Section 1: Resolutions

A. PCWO Resolutions

- (i) Resolutions shall be drafted in accordance with the Revised Edition of Robert's Rules of Order.
- (ii) Resolutions shall be in the hands of the Vice-President Resolutions on a date designated by the Board of Directors

- (iii) PCWO has the authority to add to the resolutions, delete from them, or combine with other similar resolutions received in consultation with the submitting bodies
- (iv) The Vice-President Resolutions shall immediately send one copy of the resolution to the appropriate Vice-President for content examination
- (v) The Resolutions Committee shall review all resolutions and recommend any changes in wording or content. The Federate or individual submitting the resolution shall be informed of changes recommended by the Committee and the reason for the change(s).
- (vi) The Resolutions Committee shall determine which resolutions are to be circulated for study.
- (vii) A copy of all resolutions approved for circulation shall be sent to each member of the Voting Body by the date designated by the Board of Directors.
- (viii) Proposed amendments to the resolutions shall be submitted to the Vice-President Resolutions by the date designated by the Board of Directors
- (ix) The Resolutions Committee shall review all proposed amendments and prepare an amended resolution text incorporating amendments accepted by the Committee. The amended version of each resolution shall be presented for debate and voting at the Annual Meeting.
- (x) All proposed amendments shall be listed in the Annual Meeting Resolution Package and may be brought forward for debate if desired. Further amendments shall not be accepted at the Annual Meeting. Amendments to amendments may be proposed.
- (xi) Extra copies of Resolutions to be debated, shall be available at the Annual Meeting.
- (xii) Resolutions and amendments shall be presented to the Annual Meeting by the Vice-President Resolutions.
- (xiii) Resolutions presented to the Annual Meeting shall be adopted, amended or referred for study by a simple majority vote of those voting.
- (xiv) If a topic is being actively considered by the government or one of its committees, the Council President shall have the authority to

- forward an advance copy of the resolution at any time following the Annual Meeting.
- (xv) Publicity, with respect to resolutions, shall be handled by the Vice-President Resolutions and Vice-President Mass Media, as approved by the President.

B. Emergency Resolutions

- (i) Emergency Resolutions shall be accepted up to the opening session of the Annual or Semi-Annual Meeting. The Vice-President Resolutions shall be advised prior to the Annual or Semi-Annual Meeting of all proposed emergency resolutions. Sufficient copies of each resolution shall be made available to the Vice-President Resolutions by the submitting body prior to the opening session.
- (ii) The Vice-President Resolutions shall distribute to the members, copies of the Emergency Resolution(s).
- (iii) The Resolution shall be judged by the *Voting Body* to determine its admissibility as an Emergency Resolution, acceptance of which shall be by a two-thirds affirmative vote.
- (iv) When the meeting has under consideration the judging of the admissibility of an Emergency Resolution, the merits of the Emergency Resolution shall not be debated. Debate on the subject matter of the Resolution can take place only after its acceptance and subsequent presentation as an Emergency Resolution.
- (v) Adoption of an Emergency Resolution shall be by a two-thirds affirmative vote.
- (vi) Emergency Resolutions which have been adopted at an Annual or Semi-Annual Meeting shall be acted upon immediately following the Annual or Semi-Annual Meeting by forwarding the Resolution to the appropriate Minister (or Agency). These resolutions shall be included in the Annual Brief.

C. Updates

Updates are a reassessment of policy to refine or make the policy more relevant. The rationale for the Update shall be stated in the first Whereas clause with reference to the original resolution. Updates should be in the hands of the Vice-President Resolutions on the date designated by the Board of Directors for receipt of amendments to resolutions. Policy Updates shall be included in the Brief to the Government.

D. Resolution Format

A Resolution is always a main motion and shall be drafted in accordance with the following form:

#1 Whereas, (first letter of next word to be lower case)....; and

#2 Whereas, (first letter of next word to be lower case)....;
therefore be it

#1 Resolved, that the Provincial Council of Women of Ontario
adopt as its policy...

#2 Resolved, that the Provincial Council of Women of Ontario
request the Government of Ontario to...

Note: When there is more than one part to a Resolution, each part
shall be set forth by repeating Resolved, that...

E. National Council of Women Resolutions

- (i) Copies of National Council of Women Resolutions shall be provided for all PCWO Board Members and Committee Chairpersons who have not already received a copy, and Provincially Organized Societies in Federation.
- (ii) Decisions with regard to PCWO endorsement of NCWC Resolutions and amendments shall be made by the Board of Directors at the Pre-AGM Board Meeting. The decisions as to endorsement shall be presented in writing to the delegates at the Annual Meeting for ratification. Representatives of POSs in Federation shall be invited to attend the meeting, carrying an instructed vote.

Section 2: Parliamentary Brief

- (i) The Parliamentary Brief contains the Resolutions adopted at previous Annual and Semi-Annual Meetings. The Brief shall be presented to the Provincial Government and to Opposition Parties.
- (ii) A copy of the Brief and comments shall be forwarded to all Federated Organizations, after presentation to the Cabinet.
- (iii) A copy of the Brief shall be forwarded to the Legislative Library.

ARTICLE V – MEMBERSHIP

- (i) Life Memberships
 - a) Requests for Life Membership should be forwarded to the PCWO Secretary, along with background information on the applicant, at least one (1) month prior to the Annual or Semi-Annual Meeting. The request shall be presented to the Board for approval.
 - b) Life Membership pins are available at the National Office, at the current value. Life Membership Certificates are available from the PCWO President.
- (ii) Federated Organizations
 - Each Federated Organization shall send one (1) copy of its Constitution and By-Laws to the PCWO Constitution Chairperson. The Constitution Chairperson shall review it and make recommendations to the Board as to acceptance or rejection. The Constitution and By-Laws shall be filed in the PCWO Office.
- (iii) The Membership Pin shall be worn on the left-hand side of the clothing, in the region of the heart. No jewelry shall be worn above it.

ARTICLE VI- DIRECTORS

Section 1: General Duties

- (i) Each member shall attend all meetings of the Board of Directors, Semi-Annual and Annual Meetings.
- (ii) The Board of Directors is expected to participate actively in various community affairs so as to attain for Council a high credibility and to attract new federated organizations and individuals to Council.
- (iii) Each member of the Board of Directors has the responsibility of researching information in her area of work, and of proposing positions on current issues for the assistance of the President. This could include drafting letters and proposing updates of existing policy.
- (iv) Each member of the Board of Directors should encourage Local Councils by:
 - a) maintaining personal contact with her counterpart and ensuring she is kept up to date on current issues by synthesizing important information in documents;
 - b) encouraging Local Councils and Provincially Organized Societies to participate in Provincial Council of Women of Ontario responses to government inquiries and commissions;

- c) responding to public issues under discussion.
- (v) Each member of the Board of Directors should keep in contact with the National Convener in the same category for the purpose of discussion and mutual benefit. She shall report to the National Convener her proposed work and the results achieved, shall summarize the work done and the results achieved, shall summarize the work done by Local Councils in her category and shall report to the PCWO Annual and Semi-Annual Meetings.
- (vi) The Board shall plan for the Annual Conference before the end of January each year. They shall provide for parliamentary services at the Annual and Semi-Annual Meetings of Council.
- (vii) A Vice-President who is not able to carry out her duties for a period of time shall notify the President as soon as possible.
- (viii) In the case of death or resignation of any Board Member or Committee Chairperson, a successor to the office shall be appointed by the Board to serve the remainder of the unexpired term.

Section 2: Correspondence

If a Board Member sends out her own letters, she may be reimbursed for postage with the presentation of receipts.

Section 3: Reports

Reports of Vice-Presidents (not to exceed two (2) typewritten pages) shall be forwarded to the Secretary at least three (3) weeks prior to the Annual Meeting, to be included in the Annual Report.

Section 4: President's Expenses

The President's expenses shall be paid. The payment shall be made from the General Fund.

Section 5: Terms of Reference of Vice-Presidents

Vice-Presidents of the Provincial Council of Women shall be:

- Economics
- Education
- Environment
- Health and Safety
- Housing and Land Use
- Justice
- Mass Media and Culture

- Resolutions
- Seniors Issues
- Social Development
- Status of Women

The following terms of reference suggest areas in which each Vice-President may operate. She should use her own discretion and initiative to select issues appropriate to her office.

- (i) **Economics**
This Vice-President shall become informed and give leadership in response to issues relating to consumer interests, economic controls, labour relations, pensions, insurance, credit, women in employment, and shall work to increase women's interest in investment portfolios.
- (ii) **Education**
This Vice-President shall become informed and give leadership in response to all matters relating to education on all levels, including subject matter, teacher education and finance.
- (iii) **Environment**
This Vice-President shall become informed and give leadership in such matters as removal of pollution in air and water, the saving of wildlife, the conservation of parklands and recreation areas, the promotion of alternate energy sources, i.e. hydro, solar, wind, methane, etc. and shall urge conservation education in the schools and for the public at large.
- (iv) **Health and Safety**
This Vice-President shall become informed and give leadership in matters relating to health as defined by the World Health Organization, including public safety and health hazards; emergency measures and healthy lifestyle choices. She shall work towards the education and involvement of PCWO members in monitoring legislation, policies and quality of services provided by the Ontario Public Health system (OHIP). The VP Health shall propose advocacy by PCWO members and monitor PCWO resolutions to amend legislation with respect to Health and Safety.
- (v) **Housing and Land Use**
This Vice-President shall advocate for the provision of affordable housing, especially affordable rentals for low-income families, and tenant protection. The Vice-President shall support good land use practices and community planning which makes provision for affordable construction, good housing standards and, in cooperation with the Environment Vice-President, advocate for environmentally responsible urban planning and land use.
- (vi) **Justice**

This Vice-President shall work toward a better understanding of the criminal justice system and improved and more equitable treatment of women and youth as victims and offenders. She shall review proposed new legislation and amendments to existing criminal code regulations. She shall place emphasis on rehabilitation and education.

(viii) Mass Media and Culture

This Vice-President shall become informed and give leadership in response to matters relating to the areas of journalism, radio, television advertizing and publishing, shall be cognizant of the decisions of the CRTC, shall promote the raising of standards in the media, and shall work towards increased interest and involvement in the arts by Canadians.

(ix) Resolutions

This committee shall be composed of a minimum of three (3) members of the Council which shall include the President and the Vice-President Resolutions. They shall be responsible for receiving and processing resolutions. The Resolutions VP shall prepare an annual 'directive' for PCWO Board members, Local Council chairs and POS representatives, outlining the important dates for the year, and any required instructions for the resolutions. The directive is to be circulated by September, a resolutions package for consideration by members by mid-January, and a resolutions package with proposed amendments to be brought to the Annual General Meeting (AGM). The VP Resolutions shall conduct the resolutions vote at the AGM. Detailed instructions for the Resolutions as contained in Standing Rules – ARTICLE IV-POLICY are to be followed.

(i) Seniors Issues

This Vice-President shall keep abreast of retirement age issues and review new legislation related to seniors. She shall advocate for issues to improve the lives of seniors such as adequate income, affordable housing, a healthy lifestyle, and elimination of elder abuse. She shall work with the Health and Safety Vice-President regarding issues such as long-term care, home care and nursing homes.

(xi) Social Development

This Vice-President shall work towards strengthening society; she shall study and research areas affecting children, single parents, the elderly, the handicapped, the emotionally disturbed, and those in need of rehabilitative and protective services, and shall take action where necessary; she shall initiate and support community programs to meet social needs in such areas as day care, correctional institutions, community use of schools and other public buildings.

(xii) Status of Women

This Vice-President shall be aware of areas where women are not treated as equal to men in society and advocate for changes to legislation where appropriate and think of ways to influence society to change its attitude.

ARTICLE VII – COMMITTEES

Section 1: Administrative Committees

A. General

- (i) Administrative Committees are Archives, Constitution, Finance, Membership, Newsletter, Nominations, and Website. The term of appointment of the Chairperson of each committee shall be for two (2) years.
- (ii) The President may appoint advisors in areas such as Council of Women policy and governance. They do not attend Board Meetings.

B. Terms of Reference

- (i) Archives
The duties of the Archives Committee are:
 - to keep copies of all minutes and all reports of standing committees, ad hoc committees and Treasurer's reports
 - to keep copies of newspaper and magazine articles that are directly related to Council
 - to arrange to have all past records of the Provincial Council of Women of Ontario kept in a safe place for future reference
 - to retain the correspondence files for the preceding nine (9) years
 - to transfer material of special significance, to the Archives of Ontario on a ten year basis. Such material shall be Briefs to Government with responses, PCWO Meeting Minutes, Annual Reports, and other material as designated by the Board and acceptable to the Archives of Ontario.
- (ii) Constitution
The Constitution Chairperson shall:
 - keep alert to the need for changes in the By-Laws, and Standing Rules of the Council.
 - make sure that the required notices of motion for changes in the By-laws are made
 - ensure that an up-to-date copy of the Governing Documents is kept in the PCWO files
 - ensure that Constitutions and By-Laws of Federated Organizations and amendments thereto are compatible with PCWO's Constitution and By-laws
- (iii) Finance

The Finance Committee shall consist of a Chairperson, the Treasurer and one or more members of the Board of Directors. The duties of the Committee are:

- to assist the Treasurer in drawing up the budget, taking into account the projected activities for the coming year;
- to make representation to the Board of Directors concerning proposed expenditures not in the budget
- to consider ways of increasing revenues and eliminating unnecessary expenditures

(iv) Membership

The Membership Chairperson shall:

- keep in touch with Local Councils and attempt to bring the three levels of Council into closer harmony;
- initiate action to increase membership in PCWO
- maintain an accurate directory of all members;
- initiate action to recognize the service of the retiring President. It is customary that the retiring President be designated an Honorary Life Member and that a Provincial President's pin be presented, paid out of general funds. Such recognition is to be recommended by the Board to the voting membership.

(v) Newsletter

The Newsletter Editor shall:

- encourage all Board Members, Local Councils and Provincially Organized Societies to submit material for the newsletter. The final decision for inclusion is made by the editor.
- notify members of the deadlines for submitting material
- receive material, edit copy, format and print newsletter
- ensure that all members, those with subscriptions, and designated institutions receive a copy of the newsletter.

(vi) Nominations

The Nominations Chair shall:

- send out the nominating form in January to the voting body (Local Councils, Provincially Organized Societies, Study Groups, Life Members) including the relevant standing rules and the list of current board members
- ask for the nominating forms to be returned by the end of February
- ask those nominees with at least two (2) nominations if they will stand for office (the Nominating Committee may nominate if needed)
- send a list of those nominated and willing to stand for election and those elected by acclamation, to the membership, one (1) month before the Annual General Meeting (AGM)
- inform the nominees of their acclamation or running for election, one (1) month before the AGM

- include a list of nominees in the Annual Report.
- (vii) Website
The Web Master shall:
- be a volunteer from the Council who maintains the web site
 - if the budget permits, may contract out the maintenance of the website to the lowest cost available
 - provide information to the membership and the public about polices, events, newsletters and other activities of the Council
 - post information in accordance with PCWO and/or NCWC existing policies
 - review the contents of the web page at least quarterly, post as applicable, and delete information which is no longer relevant
 - post a simple information page for each local council (vetted by the president of the local council)
 - safeguard the password for the website, sharing only with any delegated web master.

ARTICLE VIII – MEETINGS

Section 1: General

- (i) Semi-Annual and Board Meetings shall be held in Toronto unless otherwise decided by the Board.
- (ii) Notice of the Annual Conference and the Semi-Annual Meeting with a tentative agenda shall be sent to the membership two months prior to the meeting
- (iii) The retiring Board Members shall continue to conduct the meeting until the close of the session
- (iv) Interviews during the Annual Conference shall be arranged so that the proceedings are not interrupted.
- (v) Any proposals or information packages of a commercial nature destined for an Annual or Semi-Annual Meeting shall be submitted to the Board ahead of time for a decision on permissibility.

Section 2: Annual Meetings

A: Registration

- (i) Local Councils are invited to act as host for the Annual Meeting. Invitations are solicited for at least three (3) years ahead.
- (ii) A Registration Fee shall be paid by persons who attend the Annual and Semi-Annual Meeting for the full period or part thereof.
- (iii) The Registration Fee shall be stated on the Registration Form.
- (iv) A Registration committee of three (3) persons shall be arranged by the Host Council.
- (v) The PCWO Treasurer shall supply the book in which the registration payments are listed.
- (vi) Receipts shall be issued for each paid Registration and shall be signed by the PCWO Treasurer.
- (vii) The Treasurer shall report to the first Plenary Session of the Annual and Semi-Annual Meeting as follows:
 - total number of registrants
 - number of POSs registered and their vote count
 - number of LCWs registered and their vote count
 - number of Study Groups and their vote count
 - number of Individual Members and their vote count
 - number of Board Members registered and their vote count
 - total vote count
 - number of visitors present

B: Business

- (i) The business of the Annual Meeting shall be:
 - the reception of reports from Federated Organizations, Vice-Presidents and Appointed Chairpersons
 - the reception of audited financial statements
 - the appointment of Auditors
 - ratification of the decisions made by the Board since the Semi-Annual Meeting
 - a full statement of the affairs of the Council by the President
 - adoption of Resolution Policy for presentation to Government
 - any other business as may properly come before the meeting
- (ii) Every motion shall be presented in writing and signed by the mover and seconder.
- (iii) Vice-Presidents shall speak to the recommendations embodied in their reports and may speak on the development of important aspects in their field of interest.

- (iv) Federated Organizations and Board Members may add verbally to their written report.
- (v) Meetings of Presidents of Local Councils and Provincial Organizations may be held during the Annual Conference and Meeting. The Meeting Chairperson may be appointed by the Board.

Section 3: Semi-Annual Meetings

A. Registration

The registration fee shall be stated on the Registration Form.

B. Business

- (i) The business of the Semi-Annual Meeting shall be:
 - presentation of Brief to the Government
 - financial report
 - a statement of the affairs of Council by the President
 - ratification of the decisions made by the board since the Annual Meeting
 - the presentation of reports from Federated Organizations, Provincial Vice-Presidents and Appointed Conveners
 - any other business as may properly come before the meeting
- (ii) A chairperson for a meeting of the Local Council Presidents and Provincial Organizations may be appointed by the Board at a Semi-Annual Meeting.

Section 4: Post-Conference Board Meeting

The Post-Conference Board Meeting following the Annual Conference shall be held jointly with the incoming and outgoing Board Members. At this meeting the appointment of Administrative Chairpersons shall take place, together with necessary business.

Section 5: Parliamentary Procedure

Should further reference be required as to procedure, reference should be made to the Revised Edition of Robert's Rules of Order, No. 18, Parliamentary Authority.

ARTICLE IX – NOMINATIONS AND ELECTIONS

Section 1: Nominations

- (i) A Vice-President of the PCWO shall not hold the same office at the National level of Council.
- (ii) Nomination forms shall be sent out in January
- (iii) The nomination form forwarded to individuals having the right to vote shall be initialed by the Nominations Chairperson.
- (iv) The nomination form for Federated Organizations shall include the name of the federated group.
- (v) No individual and no federated organization shall be entitled to more than one (1) Nomination Form.
- (vi) Nomination forms returned by individuals having the right to vote shall be signed by the person making the nomination.
- (vii) All nominations shall be made on Official Nomination forms which shall be returned to the committee within a time stated thereon. There shall be more than one nomination before a candidate's name can be voted on.
- (viii) Nominations may be made by Members of the Board, the Federated Organizations and the Nominations Committee.
- (ix) A list of those nominated and willing to stand for election and those elected by acclamation, shall be forwarded to the membership one (1) month prior to the Annual Meeting, so that the delegates may carry an instructed vote.
- (x) All nominees shall be informed of their acclamation or running for election, one (1) month prior to the Annual Meeting.

Section 2: Elections

- (i) A returning officer and two (2) scrutineers shall be appointed at the Annual Meeting to supervise the voting, count ballots and report to the meeting the result of the ballot.
- (ii) Election of the Board of Directors shall take place every two years at the Annual Meeting.
- (iii) Election shall be by ballot.
- (iv) A plurality of votes shall elect a candidate.
- (v) In the case of a tie, the presiding officer, who shall not be a candidate for office, shall cast the deciding vote.

- (vi) The returning officer shall have responsibility for destruction of the ballots on motion of the Council.
- (vii) Positions not filled by the elections process may be filled by the Board following the Annual Meeting.

ARTICLE X – FINANCE

Section 1: Board of Director Expenses

- (i) The Board of Directors shall be subsidized for all costs above \$100 per meeting. Hotel costs are reimbursed on the assumption of shared accommodation, therefore one-half of the cost of the hotel room for the time required to attend the meeting. (Some Board Members who come from a long distance may require a hotel room for an extra night.) Cost of travel is paid in full, with receipts, on the assumption that the Board Member has chosen a reasonable mode of travel and has sought out the least expensive rate for travel. For automobile travel, cost of gas and parking is paid. PCWO does not pay for registration at Annual or Semi-Annual Meetings or for the cost of meals not covered as part of conference registration.

Note: If a Board Member is also the official delegate of a Local Council, Study Group or POS it is assumed that the Local Council, Study Group or POS will pay her expenses to conferences.

- (ii) Expenses of Board or Committees
When a Board Member or Committee Convener requires funds to carry out her work, or reimbursement for expenses incurred, such requests shall be presented in writing and dealt with by the Board of Directors.
- (iii) All payments shall be made from the General Fund

Section 2: Membership Fees and Assessments

- (i) POS
The yearly membership fee for a POS shall be on a sliding scale according to the number of members:

Number of Members	Fee
1 – 5000	\$50
5,001 – 20,000	60
20,001 – 50,000	70
50,001 – 100,000	80
over 100,000	100

- (ii) LCW
The yearly membership fee for a Local Council shall be \$50. There shall be an assessment of \$2 for each Federate of a Local Council.
- (iii) Study Group
The yearly membership fee for a Study Group shall be \$25.
- (iv) Individual Member
The yearly membership fee for an Individual Member shall be \$25.
- (v) The yearly membership fee for a *youth or *student shall be \$15.
There shall also be a reduced youth and student fee for registration for the Annual and Semi-Annual Meetings.
*A youth is defined as being between the ages of 16 and 25 inclusive.
*A student is defined as a full-time student at a post-secondary educational institution.
- (iv) Life Membership fees (effective May 1997) shall be \$100.

Section 3: Donations

- (i) A Friend of PCWO shall have contributed an amount annually of between \$25 and \$99.
- (ii) A Patron shall have contributed at least \$100 annually to PCWO.

Section 4: Financial Archives

- (i) Purchase vouchers and requisitions shall be kept for five (5) years.
- (ii) Processed cheques or carbon copies of cheques shall be kept for seven (7) fiscal periods.

ARTICLE XI – PUBLICATIONS AND COMMUNICATION

- (i) Mailing lists shall not be available for other than Council business. Requests may be entertained at the discretion of the Board of Directors.
- (ii) Only the President may speak to the media in the name of PCWO. Vice-Presidents may be designated to speak on matters directly concerned with their respective portfolios.
- (iii) Council may supply information for public relations purposes as requested by Federated Organizations.

- (iv) Federated Organizations, the Board of Directors, Honorary Life Members, Youth Members, Student Members and Individual Members shall receive the following and Life Members shall receive upon request:
- Resolutions
 - Notice of Annual Conference and Semi-Annual Meeting
 - Nomination forms
 - List of those nominated and willing to stand for election and those elected by acclamation
 - Newsletter
 - The Brief
 - Annual Report
 - Minutes of Annual and Semi-Annual Meetings
 - Directory

ARTICLE XII – AMENDMENTS

ARTICLE XIII - DISSOLUTION