



Addendum 10

Policy and Governance Amendment Process

A. Purpose:

1. To ensure a process that is inclusive, consistent, and coordinated to present amendments to the Policy Manual and Governance documents.
2. To provide a mechanism by vigorous and fulsome discussion at the P&G SGM, the purpose of which is to discuss, vote and approve policy and governance amendments.
3. To ensure that all Governance (Bylaws, Constitution) and Policy proposed amendments originate with the Members or the Executive Board; and that no other entity(s) have the authority to approve or reject Governance or Policy proposals.

B. Role of the EDA's

1. EDA members have the sole responsibility of starting most of the Governance and Policy amendment proposals.
2. At the close of the EDA AGM, the EDA Board should put in place a P&G Committee chaired by a VP of the same.
3. If no VP of P&G exists, the President shall assume the Chair.
4. The P&G Committee shall reach out to all members of the EDA to solicit proposals.
5. If no P&G Committee can be formed by a EDA, for whatever reason, the Members within that EDA can join another EDA to take part in the P&G process; and be supplied the same access to proposal development as members of the EDA they are joining.
6. The P&G Committee will vote up and down on all proposals submitted; and only those achieving 50% plus one shall be submitted to the Provincial P&G Committee.

C. Role of the Executive P&G Committee

1. The P&G Committee will examine the submissions
 - a. for similarities in text and meaning of the submissions; and resolving those that appear to be similar.
 - b. to ensure that a policy and/or governance amendment is consistent with Party principles and values
 - c. to ensure that a policy is a policy not a regulation
 - d. to ensure that a policy is within the legislative authority of a federal government

Adopted by Party board
POLICY AND GOVERNANCE AMENDMENT PROCESS

2. No changes to the governance or policy submissions are allowed without the express written consent of those proposing the amendment.
3. The P&G Committee, in consultation with the Board, will manage the development and implementation of the plan of the P&G SGM.

D. P&G Timelines

1. The EDA P&G Committees must send their proposals to the Party P&G Committee 90 days prior to the SGM; which allows the Regional Committees to fulfill the mandate of C-1 above
2. The Party P&G Committee will send all proposals to all EDA's 60 days prior to the SGM for ranking. The ranking for Governance and Policy will be separate.
3. All ranked proposals must be returned to the P&G Committee by 5 PM, 21 days prior to the SGM to enable the P&G Committee to collate the rankings. Any submission not received by the deadline will not be considered. Ranked proposals may be sent electronically or by courier.
4. The P&G will prepare the submissions for presentation to the SGM and ensure that the proposals and rankings are included in the package of each SGM participant.

E. Role of the Board

1. The Board may present to the P&G Committee a maximum of five (5) policy and five (5) governance proposals.
2. The Board may present to the P&G Committee omnibus amendments that encompass changes not affecting the meaning and context of the Governance document; but clean up punctuation and English.
3. The Board must adhere to the timelines of submission to the P&G Committee.

F. The Policy and Governance SGM

1. The P&G Committee shall develop a plan for approval by the Board for an SGM (to be called the P&G Conference), including a budget, timelines and agenda. Note: This can be an online SGM to take place 60 days prior to an AGM.
2. The purpose of this P&G Conference is to allow a vigorous and fulsome discussion of ideas and proposals which will be formulated and presented by the P&G Committee. Other ideas are welcomed at this conference and the totality of the ideas will help EDA's formulate amendments to policy and governance. All policy and governance proposals or amendments must be approved following the constitution at the P&G Conference SGM.
3. The Conference discussions should include both in person and/ or electronic opportunity for members to take part.
4. All Policy and government proposals, amendments will be ratified by the membership as an omnibus motion at the next AGM