



Booklet 103

Meetings: Policies and Procedures

April 2009

Distribution List

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Foreword

The First Edition of this Booklet was approved at the 56th meeting of the National Executive Council. Accordingly, the authority for each paragraph of narrative is NEC 56-21 unless otherwise attributed.

Changes in this third edition are minimal, and are reflected in the areas of general meetings, elections, and resolution procedures.

The Air Force Association of Canada is proud of its democratic traditions. Members respect the importance of adhering to sound parliamentary procedures, and they acknowledge that those procedures contribute to the richness of debate and the quality of decisions the members reach.

Meetings are intended to capture the wishes of the members. Only through consensus can the majority view come to the fore. Parliamentary procedures are important because not only do they facilitate capturing the wishes of the members, they do so by conveying the views of the majority while protecting the views of the minority. Chairpersons, executive members and members in general need to understand that the issues they wish to change today were originally implemented by their predecessors. It is out of respect for our predecessors that we consider very carefully changes to their policies we believe we need to make today. Accordingly, every effort must be made to inform all one's members, to provide them enough time to consider motions and resolutions, and to seek the appropriate majority, so that the outcome does indeed reflect the wishes of the majority, while protecting the desires of the minority.

Air Force Association of Canada Wings that apply these procedures and related tenants demonstrate respect for their members, and their input.

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1. Introduction

1.1 General Information

- 1) This manual contains policies and procedures relative to the conduct of meetings at all levels in the Association, and attendant elections, voting and resolutions.
- 2) All executives are encouraged to become familiar with its contents.
- 3) Ceremonial used in conjunction with meetings is contained in Booklet 108 along with precedence and protocol guidelines.

1.2 Short Terms, Abbreviations, and Definitions

- 1) “Association” shall mean the Royal Canadian Air Force Association (Bylaw 1);
- 2) “Association Meeting” shall mean a General Meeting of the Royal Canadian Air Force Association (Bylaw 1);
- 3) Use of a masculine or feminine term shall be interpreted as interchangeable with the appropriate term of the opposite gender in the same text (Bylaw 1); and
- 4) “NEC” where used shall mean the National Executive Council (Bylaw 1).

(1.3 to 1.100 inclusive, not allocated)

2. Meetings Generally

2.1 General Information

- 1) The Association has used a booklet titled *Basic Principles of Parliamentary Law and Protocol*, by Marguerite Grumme, for guidance in conducting its meetings. Other approved references include *Robert’s Rules of Order* and *Bourinot’s Rules of Order*. These latter references are available on the internet at no charge. Annex A is a paper “Parliamentary Acrostics in Clubs” which should be of assistance and provide inspiration for meeting convenors at all levels.

2.2 Rules and Procedures for Annual Meetings

- 1) This article contains rules and procedures for Annual Meetings at National, Group, and Wing level.
- 2) As soon as practicable upon convening an annual meeting the chairman of the meeting shall move for the adoption of these Rules and Procedures. Upon their adoption they shall prevail throughout the meeting unless amended or suspended in any particular by a two-thirds vote of the meeting.
- 3) The order of business at an annual meeting shall be as directed by the Chairman of the meeting.
- 4) Delegates shall not speak for more than three minutes at any one time and, in the absence of general consent, no more than twice on any one subject.
- 5) No more than one amendment and one sub-amendment to any motion shall be entertained at any one time. Reference should be made to the next article on amendments to motions.

- 6) The ruling of the chairman shall be final, subject to the appeal to the meeting if demanded by any three delegates.
- 7) Except as otherwise provided in these Rules and Procedures, all questions shall be decided by a majority vote of the meeting. If, when a resolution is moved and the chairman has cast his normal vote, the number of votes for and against is equal, he has a second, or casting vote.
- 8) Except as hereinafter provided, the meeting will consider only those resolutions which have been processed in the prescribed form and approved by the Resolutions Committee.
- 9) A proposed resolution which has not been approved by the Resolutions Committee shall not be entertained from the floor of the meeting unless:
 - a. it has been processed in the prescribed form and handed to the Chairman of the Resolutions Committee at least 24 hours before it is moved from the floor; and
 - b. if at an Annual General Meeting of the Association, it has been approved by a majority of the Wings in the Group from which the proposal emanates.
- 10) Notwithstanding the foregoing, in urgent and exceptional circumstances, a resolution may be moved from the floor without notice under the heading "New Business" if the sponsor obtains leave to do so by a two-thirds vote of the meeting. Wherever time permits, the chairman shall adjourn the debate on any such resolution until the Resolution Committee has had a chance to examine and report on it.
- 11) Nominations shall be handled as outlined in Section 8.

2.3 Amendments to Motions

- 1) An amendment to a motion is, by definition, a further motion which varies in some particular the substance of the main motion. If instead of varying the main motion, it substitutes an entirely different subject matter, it is not admissible as an amendment, and must come forward, if at all, as a new motion. Similarly, a sub-amendment to be admissible as such must vary, not supplant, the amendment.

EXAMPLE

"A" moves that the Association affiliate with the ABC Federation.

"B" moves that the Association affiliate with the XYZ Federation.

NOTE: "B's" motion is inadmissible as an amendment to "A's" motion.

- 2) A proposed amendment or sub-amendment which contradicts a motion or amendment is inadmissible. The mover's purpose in proposing a direct negative of a motion would be satisfied simply by voting against the motion itself.

EXAMPLE

"A" moves that the Association affiliate with the ABC Federation.

"B" moves that the Association not affiliate with the ABC Federation.

NOTE: "B's" motion being a direct negative, is inadmissible as an amendment to "A's" motion.

- 3) When a motion, a proper amendment and a proper sub- amendment are before the meeting, the voting takes place, first, on the sub-amendment. The question is on “the amendment as amended” and if carried, no further voting takes place. If it does not carry, the question then put to the meeting is on “the amendment”. (At this stage, if desired, a further sub-amendment could be moved, in which case the whole process would start over again.
- 4) If the amendment carries, no further vote takes place. If it does not carry, then a vote is taken on the original motion.
- 5) At any point in the foregoing process when there is no amendment or sub-amendment before the meeting, a proper amendment or sub-amendment may be moved.

(2.4 to 2.100 inclusive not allocated)

3. Annual General Meetings

3.1 General Information

This section outlines the policy and procedures for Annual General Meetings of the Association.

3.2 General Meetings

- 1) An Association Annual General Meeting shall be held, at such time and place as the NEC may from time to time determine, for the purpose of electing the NEC and transacting such other business as may be legally placed before it. (Bylaw 31)
- 2) Special Association Meetings may be called by the NEC and must be called on request therefore by two-thirds in number of Wings. (Bylaw 13)
- 3) Annual General Meetings material shall be prepared and distribution to accredited delegates for the use of their Wings. The accessibility to this material by Wing fraternal delegates is delegated to the Wing concerned, and should be handled by mutual arrangement between Wing accredited and fraternal delegates. (NEC 58-17)

3.3 Notice of General Meetings

Not less than 21 days notice of any Regular or Special Association Meeting shall be given to Groups or Wings, which notice shall be communicated by registered mail. There shall be no obligation to give notice to individual members but reasonable steps in accordance with the circumstances prevailing should be taken to bring the meeting to the attention of members-at-large. (Bylaw 13)

3.4 Delegates to General Meetings

- 1) The quality of an Association Meeting is dependent on the recent experience of its participants; therefore, where possible, the primary delegate should be the President of the preceding year who has had recent operating experience at that level. It is expected that he will thoroughly brief the incoming President on business transacted at the meeting. The incoming President should be the second choice for primary delegates and every effort should be made to have one or the other attend. (AM 32-72)
- 2) Each Wing shall be entitled to send accredited delegates to an Association Meeting as follows:
 - a. if less than 100 Regular Members, one accredited delegate; and
 - b. if more than 100 Regular Members, a primary accredited delegate to represent the first 100 regular members and an additional accredited delegate to represent each additional 100 Regular Members with the final portion of Regular membership being counted as 100 if it is a major portion thereof. (Bylaw 13)
- 3) The number of wing accredited delegates to an Association Meeting to which a Wing is entitled shall be determined by the number of Regular members of the Wing in good standing as at June 30th as recorded at National Headquarters. (A Wing is required to have a minimum of 25 regular to qualify for the first delegate.) (AM 32-72)
- 4) Accredited delegates shall have one vote for each delegate except for exercise of proxies as hereinafter outlined. (Bylaw 13)

3.5 Delegate Status for Other than Accredited Delegates

Regardless of whether they have been elected as delegates, the following shall have accredited delegate status at an Association Meeting:

- a. Members of the NEC;
- b. Group Presidents;
- c. Regional Vice Presidents of Atlantic and Ontario Group (Bylaw 13); and
- d. Past National Presidents, if in attendance (AM 46/91).

3.6 Delegate Status for Members-At-Large

- 1) Regular members-at-large may attend any Regular or Special Association Meeting. When so in attendance such members may elect one voting representative for every 25 such members-at-large or major fraction thereof in attendance at the Meeting. (Bylaw 13)
- 2) A roll call of members-at-large shall be conducted at the commencement of a meeting and, if 25 or more are in attendance, they shall be given an opportunity to select one or more delegates in accordance with their entitlement.

3.7 Quorum at Association Meetings

A quorum for any Regular or Special Association Meeting shall be the presence thereof of duly accredited delegates from at least five percent of the Wings of the Association at the time of such meeting in good standing; provided, however, that one or more duly accredited delegates shall have authority to adjourn any such meeting from time to time for the purpose of obtaining a quorum. (Bylaw 13)

3.8 Proxies at Association Meetings

- 1) The policy and procedures for the use of proxies at Association Meetings shall be as from time to time determined by an Association Meeting. (Bylaw 13)
- 2) A Wing which is unable to arrange attendance by one or all of its delegates may provide proxy to other Accredited delegates from within its Group for the purpose of voting at an Association Meeting. (AM 32-72)
- 3) Any accredited delegate attending a Regular or Special Association Meeting may carry in addition to his own credentials not more than four proxy credentials from his or any other Wing or Wings within his own Group which has or have selected him as a representative. Such proxies must be registered at the opening of the Regular or Special Association Meeting. (AM 32-72)

(3.9 to 3.100 inclusive, not allocated)

4. National Executive Council Meetings

4.1 General Information

This section outlines the policies and procedures for National Executive Council Meetings.

4.2 Annual Meeting

- 1) The NEC shall hold an annual meeting at head office of the Association or elsewhere on a date which the NEC from time to time determine. (Bylaw 14)
- 2) Rules of procedure for advertising and conducting NEC meetings shall be as established from time to time by an Association Meeting. (Bylaw 14)

4.3 Procedures for NEC Meetings

- 1) Three members of the NEC shall constitute a quorum for the transaction of business at any meeting. (AM 32-72)
- 2) The NEC, or the National President, or any three members of the NEC shall have power to call a special meeting of the NEC at any time, and at such place in Canada as may be fixed by the NEC or by the National President. (AM 32-72)
- 3) The notice of any meeting shall state its purpose. Such notice shall be given to each member of the NEC and will be sufficient if posted by registered mail at least ten days before the date of meeting. (AM 32-72)
- 4) The meeting shall be conducted from a prepared agenda which has been circulated in advance.

(4.4 to 4.100 inclusive, not allocated)

5. Group Meetings

5.1 General Information

This section outlines the policies and procedures for Group Meetings.

5.2 Meetings of Groups

- 1) Meetings of a Group Executive Council shall be held at such time and place within the Group as the Group Executive Council may from time to time determine. (Bylaw 15)
- 2) Regular General Meetings of a Group shall be held annually for the purpose of electing Group Executives and transacting such other business as may be legally placed before the meeting. (Bylaw 15)
- 3) Special Meetings of a Group may be called by the Group Executive Council, and must be called upon request therefore by two-thirds in number of the Wings within the Group. (Bylaw 15)

5.3 Group Annual Meetings

- 1) A Regular (Annual) Group Meeting shall be held by each Group of the Association prior to May 31st at such place as the Group Executive may determine. (AM 32-72)
- 2) The subjects discussed at Group Annual Meetings result in determinations on a variety of subjects, which provide the basis for most of the important agenda items brought before the delegates at an Annual General Meeting. Thus, it is imperative that this information is forwarded in a timely manner, to National HQ. The information required at National Headquarters at the due date for the Group Annual Report is as follows:
 - a. Resolutions, for presentation to the Annual Association Meeting;
 - b. Nominations for National Executive Council other than Regional Directors;
 - c. Nominations for the "Member of the Year" Award; and
 - d. Nominations for the "National Vice-President's" Trophy. (NH 0277)
- 3) The meeting shall be conducted from a prepared agenda which has been circulated in advance.

5.4 Notice of Group Meetings

- 1) Rules of procedure for advertising and conducting Group Meetings shall be as from time to time established by the NEC. (Bylaw 15)
- 2) Not less than 60 days notice of any Regular Group Meeting and not less than 15 days notice of any special Group Meeting shall be given to the Wings of the Group, which notice shall be communicated to the Wings by registered mail. (AM 32-72) V

5.5 Delegates to Group Meetings

- 1) Each Wing within a Group shall be entitled to send accredited delegates to a Group Meeting as follows:
 - a. If less than 50 regular members, one accredited delegate; and
 - b. If more than 50 regular members, a primary accredited delegate to represent the first 50 members and an additional accredited delegate to represent each additional 50 Regular Members with the final portion of Regular Members being counted as 50 if it is a major portion thereof. (Bylaw 15)
- 2) The number of Wing accredited delegates to a Group Meeting to which a Wing is entitled shall be determined by the number of regular members of the Wing in good standing as at March 31st as recorded at National Headquarters. (A Wing is required to have a minimum of 25 regular members to qualify for the first delegate.) (AM 32/72)
- 3) Accredited delegates shall have one vote each except for exercise of proxies as hereinafter outlined. (Bylaw 15)

5.6 Delegate Status for Other than Accredited Delegates

Regardless of whether they have been elected as delegates, members of a Group Executive Council shall have accredited delegate status at any Group Meeting. (Bylaw 15)

5.7 Delegate Status for Members-At-Large

- 1) Members-at-large may attend any Regular or Special Group Meeting if residing within the area of the Group. When so in attendance, such members may elect one voting representative for every 25 such members-at-large or major fraction thereof in attendance at the meeting. (Bylaw 15)
- 2) A roll call of members-at-large shall be conducted at the commencement of a meeting and, if 25 or more are in attendance, they shall be given an opportunity to select one or more delegates in accordance with their entitlement.

5.8 Quorum at Group Meetings

A quorum at any Regular or Special Group Meeting shall be in the presence thereof of duly accredited delegates from at least 51 percent of the Wings of the Group at the time of such meeting in good standing, provided that the one or more duly accredited delegates shall have authority to adjourn any such meeting from time to time for the purpose of obtaining a quorum. (Bylaw 15)

5.9 Proxies at Group Meetings

- 1) The policy and procedures for the use of proxies at Group Meetings shall be as from time to time determined by the National Executive Council. (Bylaw 15)
- 2) A Wing which is unable to arrange attendance by one or all of its entitled delegates may provide proxies to other accredited delegates for the purpose of voting at a Group Meeting. (AM 32-72)

- 3) Any accredited delegate attending a Regular or Special Meeting may carry in addition to his own credentials not more than four proxy credentials from his or any other Wing or Wings which has or have selected him as a representative. Such proxies must be registered at the opening of the Meeting. (AM 32-72).

(5.10 to 5.100 inclusive, not allocated)

6. WING MEETINGS

6.1 General Information

This section outlines the policies and procedures for Wing Meetings.

6.2 Meetings of Wings

- 1) Meetings of a Wing Executive Council shall be held at such time and place as the Wing Executive Council may from time to time determine. (Bylaw 16)
- 2) An Annual Wing General Meeting shall be held for the purpose of electing the Wing Executive Council. Additional General Meetings should be convened monthly. (Bylaw 16)
- 3) Wing General Meetings shall be held at such time and place as the Wing Executive Council may from time to time determine and must be called upon request thereof by one-half in number of the members in good standing of the Wing. (Bylaw 16)
- 4) All Wing meetings shall be conducted from a prepared agenda which has been circulated to members of the Wing Executive Council in advance.

6.3 Notice of Wing General Meetings

Not less than 24 hours notice of any Wing meeting shall be given to members in good standing of the Wing, which notice shall be communicated to the members by ordinary mail or appropriate newspaper advertisement. (Bylaw 16)

6.4 Attendance at Wing Meetings

All members in good standing shall be entitled to attend the meetings of the Wing. Not less than ten percent of such members or not less than three of such members, which ever is greater, shall constitute a quorum. Such Wing meetings shall be governed by such rules and regulations as may be issued by the NEC or the Group Executive Council or in the absence thereof by the Wing Executive Council. (Bylaw 16)

6.5 Proxies at Wing Meetings

There is no provision for proxies to be used at Wing Meetings.

6.6 Procedures for Wing Meetings

- 1) The use of a standard ritual has never been the practice in Wings for the reason that no two Wings are exactly alike in size, type of meeting place or in form or purpose of meeting. However, a form of ceremony approved in the early days of the Association has been followed with some regularity and with variations introduced locally to fit local needs at the time.
- 2) Strict adherence to ceremonial rite is purposeful and appropriate only in so far as the occasions for which it was prescribed have a similarity of purpose and form. A highly ritualized opening ceremony for Wing Meetings may be most impressive for a gathering of 100 members. However, such a ceremony will lose much of its significance and be difficult to carry out when the attendance at a Wing Meeting is no more than 18.
- 3) This does not suggest that ceremony should be abandoned where small numbers are involved; it merely points out that ceremony in the Association should be of a form that can be verified to fit the wide variety of occasions on which it might be used and, in its adaptations, lose none of its significance.
- 4) A basic ritual for Wing Opening and Closing ceremonies is contained in Booklet 108, Ceremonial and Protocol.

(6.7 to 6.100 inclusive, not allocated)

7. VOTING

7.1 General Information

This section outlines the policy and procedures for voting.

7.2 Entitlement to Vote

- 1) Only Regular members as defined by rules and regulations shall be entitled to vote at an Association or Group Meeting. (Bylaw 17)
- 2) Regular and Wing Associate members may vote at Wing meetings however, the Associate voting privileges may be limited as from time to time determined by the NEC. (Bylaw 17)
- 3) In any Wing where Wing Associate members are permitted by Wing Bylaws to vote, the number of Wing Associate members to vote on any given matter before a meeting shall not exceed 49 percent of the number of regular members in good standing in attendance at the meetings (AM 32-72)
- 4) The number of Wing Associate members who may vote at any Wing Meeting shall be determined by the following formula:
(number of regular members in attendance at the meeting) x 49% = (Wing Associate members entitled to vote)
- 5) In the event that the number of Wing Associates in attendance at a Wing Meeting exceeds the number entitled to vote, the individuals who may vote shall be determined by draw. The use of a number of draw slips equalling the number of Wing Associates in attendance, with the number eligible to vote annotated in some manner is recommended.

7.3 Voting Procedure

- 1) Voting procedures shall be as from time to time established by an Association Meeting. (Bylaw 17)
- 2) On a “yea” or “nay” vote, each delegate to an Association Meeting or to a Group Meeting shall have one vote, except on a ballot vote, when proxies may be voted. Except as herein provided for the election of officers, a ballot vote shall only be granted on demand supported by at least 20 percent of the delegates. (AM 32-72)

7.4 Ineligibility to Vote

Individual members of the Association as such shall have no right to vote or to take part in any Association Meeting, all votes thereat being cast only by duly accredited delegates and by voting representatives for regular members-at-large elected as outlined herein. (AM 32-72)

7.5 Voting At NEC Meetings

At meetings of the NEC, all questions shall, unless otherwise required by law, be decided by a majority of votes of those present. In the event of equality of votes, the chairman shall have a second, or casting vote. (AM 32-72)

7.6 Proxies

The policy and procedures for the use of proxies is contained in Section 3.5 and 6 as applicable.

(7.7 to 7.100 inclusive, not allocated)

8. ELECTIONS

8.1 General Information

- 1) This section contains the policies and procedures for elections.
- 2) All contested elections shall be conducted by secret ballot, and the doors of the room in which the elections are held shall be closed to entry at the commencement of voting and remain closed until the elections are completed. (NEC 58-19)

8.2 Qualification for Holding Office

- 1) Only individual Regular members as defined herein may hold office in the Association at other than Wing level. Individual Association Members may hold office on a Wing Executive Council. (Bylaw 6)
- 2) A salaried official or employee of the Association shall not be eligible for election or appointment as a member of the NEC, a Group Executive Council, or a Wing Executive Council other than appointment as an ex- officio member. (Bylaw 6)
- 3) A person shall not be nominated for any office in the Association unless he or she be present or has signified in writing his or her willingness to accept such office. (Bylaw 6)

- 4) No member shall be eligible as Immediate Past President at any level in the Association if his term of office was terminated for cause at a time short of the usual terminal date of the period for which he assumed office as President. In such an instance the incumbent Immediate Past President shall continue to serve in that capacity until eligibility is established by a later President. (NEC 53-19)
- 5) A member may make nominations only in respect of those offices for which he himself is eligible. (NEC 53-20)

8.3 Elections to National Executive Council

- 1) The composition of the Nominating Committee is outlined in the Bylaws. In the event that a member of the Nominating Committee runs for office in the year in which he is a committee member he shall resign from the Committee and the Committee Chairman shall select a replacement, normally the most recent Past National President who will be in attendance at the election. (NEC 52—2)
- 2) Well in advance of the expiry of a term of office, the Executive Director shall inform the Chairman of the Nominating Committee and Groups of the position or positions to be filled by election.
- 3) All elected members of the NEC shall be eligible for re-election. (Bylaw 7)
- 4) A member of the executive council at any level shall not be eligible for election as a Regional Director unless his term of office expires prior to the Annual Association Meeting or he relinquishes the other position held, nor shall an incumbent member of the election to a Group or Wing Council as President or Vice-President unless the position on the NEC is relinquished. (Bylaw 7)
- 5) Wings recommending persons for election shall forward such nominations in writing to their Group President prior to Group Annual Meetings. The decision of those nominated will be indicated on the Group Annual Report to National Headquarters. In the case of a nominee withdrawing from the election, National Headquarters will advise the Group concerned.
- 6) Wings may also, through their Groups, file additional nominations for Council officers, provided that such nominations reach the National Headquarters two weeks before the date of the National Convention, with no further nominations being allowed after that time.
- 7) Nominations for National office shall be validated by the Executive Director on the basis of the following documentation, provided by the nominee to reach National Headquarters at least 90 days in advance of the election, before being reported to the Nominations Committee as acceptance:
 - a. Acceptance by the nominee in writing, including a statement that the nominee is aware of the duties of the position and the impositions on spare time which will result from election; and
 - b. Submission of a personal biography and picture; and
 - c. Documentation to show that:
 - if self employed, election to the office will not impose a hardship on means of livelihood, or

- if employed otherwise, the employer's agreement both from the legal and operational points of view that there will be no anticipated conflict between the activities required as an elected officer of the Association and activities involved in employment; and
- d. in the event that employment conditions change at any time, prior to or after election, the nominee undertakes (NEC 55-21) to inform the Executive Director immediately of the changed situation and provide updated documentation to meet the intent of these acceptance prerequisites.
- 8) The Executive Director shall keep Groups informed of progress in validating their nominees and shall forward validated acceptances to the Nominating Committee along with reasons for not validating those that have not satisfied the requirements.
 - 9) The Nominating Committee shall review, in conjunction with the results of validation, the recommendations received from Groups and present a suggested slate of candidates for the various offices open to election at the Annual General Meeting.
 - 10) Group Presidents or their representatives being in possession of their particular Group list of nominees as forwarded to National Headquarters shall be permitted to present from the convention floor, additional names from their list as candidates for a particular office prior to votes being cast for that office.
 - 11) Any Group, through its President or his representative, may nominate any person for any elective position on the NEC in cases where the nominee of that particular Group has withdrawn.
 - 12) Nominations, in addition to those made by a Nominating Committee, may be made by individual delegates on behalf of any additional member eligible to be elected to office, provided they have had Group or Wing endorsement as applicable at least 24 hours before the election and have been advertised, tabled and circulated in advance. (AM 32-72)
 - 13) No nominee shall be proposed for more than one additional office in the event of defeat in his original nomination. Each directorship shall be considered as "an office".

8.4 Group Elections

- 1) Group elections shall follow the general procedures established for National Executive Council elections.
- 2) Group elections shall be held in May annually and the names of elected individuals shall be forwarded to National Headquarters as an inclusion in the Annual Group Report, Form 803, Part 2 as outlined in Booklet 1001. (NH 0377)

8.5 Wing Elections

- 1) Wing elections shall follow the general procedures established for National Executive Council elections.

- 2) Wing Associate Members may hold office on a Wing Executive Council with the exception of the position of Wing Presidents and Wing Vice-Presidents. (AM 32-72)
- 3) Wing elections shall be held well in advance of August 1st each year and the view Wing Executive shall assume office on that date. (AM 32-72)
- 4) The names of the new Wing Executive Council shall be prepared on Form 802, Wing Report - Part 2, and forwarded as outlined in Booklet 114.

8.6 Proxies

The policies and procedures for the use of proxies are contained in Sections 3, 5, and 6 as applicable.

(8.7 to 8.100 inclusive, not allocated)

9. RESOLUTIONS

9.1 General Information

This section outlines the policies and procedures for processing resolutions in the Association.

9.2 Resolutions for Association Meetings

- 1) Resolutions for consideration at the Association Annual General Meeting shall be submitted to the Group concerned in Wing Annual Reports as outlined in Booklet 114, Wing Report, Procedures. (NH 0277)
- 2) Resolutions for consideration by the National Resolutions Committee shall be incorporated in the Group Annual Report and forwarded to National Headquarters by the Advertised date. (NH 0277)
- 3) Each proposed resolution will commence simply “Resolved That” and be followed by a clear and concise statement of what is proposed. There will be no preambles; that is, no introductory recitals beginning “Whereas”.
- 4) In lieu of a preamble, there will be appended to each proposed resolution an explanation setting forth clearly and concisely the considerations leading to the proposal. This explanation will not form part of the actual resolution, but will serve to acquaint the body of delegates with the detailed reasons for the proposal.
- 5) Proposed resolutions may be rejected or returned for amendment by the Resolutions Committee, if they are:
 - a. unclear and ambiguous;
 - b. vague and frivolous;
 - c. inaccurate;
 - d. of a local rather than of a National character;
 - e. impossible of performance; or
 - f. calculated to be an embarrassment to the Association or Canadian Forces; and
 - g. repetitive of the substance of any resolution approved or rejected during the immediately preceding Annual General Meeting.

- 6) Any proposed resolution the adoption of which requires change in the Constitution and Bylaws of the Association shall include a draft amendment of the relevant provision or provisions.
- 7) The Resolutions Committee will report to the sponsor as to whether a proposed resolution has been recommended for consideration by the Annual General Meeting, rejected or referred back for amendment, giving reasons in each case.
- 8) Within its terms of reference the Resolutions Committee shall not decide on the merits of any proposed resolution; that decision is for the meeting itself.
- 9) Any resolution put forward which involves the expenditure of money is to be presented to the Resources and Projects Committee for budgetary consideration prior to being considered by the Resolutions Committee. This is to ensure that sufficient funds are provided for in the proposed budget to meet the expenditure should the resolution be approved. Lacking this action the preparer of the resolution is to advise how the funds required are to be realized.
- 10) The decisions of the Resolutions Committee may be appealed to the National Executive Council for review and final decision at the Council meeting on the day prior to the National Convention. Any such appeals will be referred to the Chairman of the Resolutions Committee for presentation to the NEC.

9.3 Resolutions at Group and Wing Level

Resolutions for finalization at Group and Wing level should be prepared and actioned in a similar manner to those prepared for action at the National level.

(9.4 onward not allocated)

Annex A to Booklet 103 – Parliamentary Acrostics in Clubs

Officers

O	OFFICERS	First duties are to obey Bylaws and Rules - and to
F	FACILITATE	procedure by knowing these rules
F	FAIRNESS	in all decisions is a must
I	INTRIGUE	is “the thing” to avoid
C	CREDIT	should be given when earned but — NOT
E	EMBRACED	as an act personally performed
R	REMEMBER	good officers are honoured and loved
S	SO SET	yourself up as an example for all

Boards

B	BOARDS	are created to assist the assembly and
O	OPERATE	only as directed or empowered
A	ACQUIRE	too much power if the assembly is lazy
R	RECOMMEND	their suggestions to the assembly for
D	DEBATE	and VOTE of approval or rejection
S	SO	plan your work and work your plan

Committees

C	COMMITTEES	function the same as a board and they too
O	OPERATE	only as directed or empowered
M	MEMBERS	of a Committee usually function informally — but keep
M	MINUTES	of the Committee Meeting
I	INDIVIDUAL	thinking is expressed but the Report is the Report of
T	TRUST	Committee
T	THEN	is placed in a Committee to settle a problem or plan a
		project
T	THEN	the assembly accepts or rejects the Recommendation or
		Resolution presented
E	ELECTED	Committees are more selective than appointed ones
E	ESPIRATION	Standing Committee end of term - Special Committee
		assignment is completed
S	SUB-COMMITTEE	may be appointed by a Committee and report to the
		Committee

Members

M	MEMBERS	form the solid (or rocky) foundation of a Club
E	ENJOY	your membership and co—operate graciously
M	MAINTAIN	your status by paying your dues promptly
B	BENEFIT	from your membership by the friendships you form
E	EDUCATIONAL	projects of value are always offered to members
R	RECOGNIZE	that YOU need YOUR club and YOUR club needs YOU.
S	SO REJOICE	and be exceedingly glad you joined

Clubs

C	CLUBS	are formed of the combined elements of members, officers, boards, and committees
L	LOCAL CLUBS	give you a place to show the first twinkle from your leadership star
U	UNDERPLAY	at the beginning to be sure you want to advance
B	BECAUSE	once you proclaim you'll take a job, you'll get it
S	SO SHINE	your star and have fun doing Club Work