



**LIBERAL PARTY OF CANADA
SENIOR LIBERALS' COMMISSION
BRITISH COLUMBIA SECTION**

GOVERNANCE DOCUMENT

1.0 OBJECTIVES

The Section shall represent and promote the interests of senior Registered Liberals and fellow senior Liberals residing in British Columbia by:

- encouraging and facilitating their active participation with the Senior Liberals' Commission (SLC), the Liberal Party of Canada in British Columbia (LPCBC) and their respective Electoral District Associations (EDAs);
- promoting Liberal values in its activities, including support and promotion of LPC candidates, and the formation of groups (seniors or elders);
- encouraging all seniors to participate in the LPC; and exercising their rights to vote;
- encouraging the engagement of senior Registered Liberals and fellow senior Liberals, residing in British Columbia, in the formal policy process of the LPC through outreach, consultation, community engagement, networking and consolidation of viewpoints to be communicated to the Policy Committee of the SLCBC and the SLC;
- coordinating information with LPCBC Policy Committee;
- communicating on the initiatives, programs, actions, decisions, and policy statements of the LPC, in a prompt, effective manner by use of webpage postings and e-blasts to all senior Registered Liberals in British Columbia.

2.0 MEMBERSHIP

Registered Liberals of the LPC who are 60 years of age or older and residing in British Columbia are automatically recognized by the LPC as members of the SLCBC.

3.0 BRITISH COLUMBIA SLC SECTION BOARD:

- British Columbia SLC Section Board members shall serve two consecutive terms. A term is defined as the time between LPCBC conventions.
- a position not filled by election during the GM may be filled by resolution of the SLCBC Section Board during its regular meeting held following the GM. Mid-term vacancies shall be filled by resolution of the SLCBC Board during a regular meeting.
- a SLCBC Board member shall hold only one position permanently within a given term but may be appointed to another on an interim basis at the pleasure of the Board until

the position can be filled permanently for the duration of the term. No member shall hold the position for more than two consecutive terms.

- SLCBC Board shall be composed of the following positions: 12 voting and 1 non-voting:
 - a) Chair
 - b) Vice Chair
 - c) Secretary/Treasurer
 - d) Policy Chair
 - e) Communications Chair
 - f) 6 Regional Directors
 - g) SLC Regional Director, Western Region – non-voting

3.1 Management Committee:

Administration of the Sections' work shall be overseen by the following members of the Management Committee:

- a) Chair
- b) Vice Chair
- c) Secretary/Treasurer
- d) Policy Chair
- e) Communications Chair

4.0 RESPONSIBILITIES OF OFFICERS

4.1 Chair

- represents the SLCBC Section as a voting member of the SLC Executive.
- represents the SLCBC Section as a voting member of the LPCBC Board.
- ensures the SLCBC Section is administered according to the Governance Document, the SLC Charter, the LPC Constitution and the Party By-laws.
- works in concert with British Columbia EDAs and the SLC Regional Director – Western Region, to establish and maintain SLC Clubs/Elders' Groups /community groups.
- chairs all SLCBC Section meetings or when required, delegates the Chair responsibilities to the Vice Chair or other designate.
- consults with the BC Section Board members when preparing to form committees to carry out the SLCBC work.
- serves as an ex-officio member of all SLCBC Section committees.
- directs the Management Committee in the preparation of the Sections' annual Strategic Plan as the platform for portfolio work plans.
- provides regular reports to the SLCBC Board on activities of the SLC National Board and the LPCBC Board.

4.2 Vice Chair

- assumes the Chair's responsibilities in the absence of the Chair.
- assists the Chair with delegated responsibilities, as may be required.

4.3 Secretary/Treasurer

- prepares, circulates and maintains a record of all notices, meeting agendas and associated documents to the SLCBC Board members in advance of regular, special and general meetings.
- circulates and maintains a record of all SLCBC Board meeting minutes no later than 7 days following the date on which the meeting was held.
- regularly updates, circulates and maintains a record of the SLCBC Board contact list, the list of EDA Senior Reps and assists the Chair with procuring any other documents required for the SLCBC meetings and decision-making.
- maintains, and coordinates with the Communications Chair and Regional Directors, an electronic address and listing of relevant seniors data as determined by the SLCBC Board.
- maintains, in collaboration with LPCBC and Regional Directors, a record of financial transactions of SLCBC Section- SLC, and reports to the SLCBC Board and the membership of each AGM of the SLCBC Section.

4.4 Communications Chair

- chairs the SLCBC Standing Communications Committee.
- represents the SLCBC communications interest on other committees, including SLC and LPCBC communications committees within the SLC and LPCBC, on an as needed basis.
- develops and implements communications work plans, in consultation with Regional Directors and in keeping with the SLCBC strategic plan.
- provides content for the SLCBC webpages to the SLC Communications Chair (re: SLC website administrator) on current SLCBC and LPCBC events.
- issues communications material to the EDA Senior Reps, Regional Directors and other groups as approved by the SLCBC Board.
- provides regular updates to the SLCBC Board on the activities of the SLC National Communications Committee and the LPCBC Communications Committee

4.5 Policy Chair

- chairs the SLCBC Section Standing Policy Committee.
- is a voting member of the SLC Policy Committee.
- represents the SLCBC Section policy interests on policy committees and/or Work Groups within the SLC and LPC, on an as needed basis.

- develops and implements policy development work plans, in consultation with Regional Directors and EDA Senior Reps, and with approval of the SLCBC Board; develops methodologies to obtain the views on issues of concern to senior Registered Liberals in BC using, when available, survey resources provided by the SLC.
- participates and contributes to the process of policy platform development with LPCBC and SLC policy committees and in collaboration with other Commission Policy Chairs, where an overlap occurs with stakeholder groups.
- organizes training and orientation on the SLCBC policy development process to EDA Seniors Reps and the SLC Section Board.
- provides regular updates to the SLCBC Board on the activities of the SLC National Policy Committee and the LPCBC Policy Committee.

4.6 Regional Directors SLCBC

The SLCBC Section recognizes six (6) regions in British Columbia based on the provinces distribution of EDAs by geographic areas and seniors populations. The six geographic areas include:

1. **Greater Vancouver:** Vancouver Centre; Vancouver Quadra; Vancouver Granville; Vancouver South; Vancouver East; Vancouver Kingsway; Burnaby South; Richmond Centre; Steveston-Richmond East; New Westminster-Burnaby; Port Moody – Coquitlam; Coquitlam-Port Coquitlam
2. **North Vancouver – North Shore – Interior North:** Burnaby-North Seymour; North Vancouver; West Vancouver; Sunshine Coast-Sea to Sky County; Cariboo-Prince George; Prince George-Peace River-Northern Rockies; Skeena-Bulkley Valley
3. **Fraser Valley – Lower-Mainland:** Delta; Abbotsford; Langley-Aldergrove; South Surrey-White Rock; Cloverdale-Langley; Chilliwack-Hope; Pitt Meadows-Maple Ridge
4. **Interior and South BC:** Kamloops-Thompson-Cariboo; North Okanagan-Suswap; Kelowna-Lake Country; South Okanagan-West Kootenay; Kootenai-Columbia; Central Okanagan-Similkameen-Nicola
5. **Greater Victoria – Island South:** Victoria; Esquimalt-Saanich-Sooke; Saanich Gulf Islands; Cowichan-Malahat-Langford
6. **Nanaimo-Ladysmith and Island North:** Nanaimo-Ladysmith; Courtney-Alberni; North Island-Powell River
 - are appointed by the SLCBC Board.
 - serve as voting members of the SLCBC Board.

- must be a senior Registered Liberal and voter in an EDA in the region for which the candidate stands for appointment.
- recommends qualified EDA Senior Reps for appointments to the SLCBC Board.
- organizes the formation of Seniors or Elders groups, in collaboration with EDAs.
- coordinates with EDA Senior Reps to develop inventories of seniors' institutions, organizations, Care Centres/Homes; for the purpose of networking.
- additional duties and responsibilities will be developed by the SLCBC Management Committee based on the approved Strategic Plan for the Section.

4.7 SLCBC EDA Senior Rep

In accordance with LPC By-law #2 (Electoral District Associations), and EDAs Board of Directors, shall include, as voting members, a representative of each Commission recognized in the LPC By-law. The EDA Senior Rep shall be appointed by the SLCBC Board in consultation with the EDA. The SLCBC Board, by a simple majority vote, may rescind the appointment of an EDA Senior Rep following consultation with the EDA.

- attends and participates in Executive meetings of the EDA.
- connects with other EDA Senior Reps in the geographic region.
- works with SLCBC Regional Directors in their respective geographic area
- participates in regional and SLCBC Section teleconference calls as required
- maintains communications between the SLCBC Section and the EDAs.
- attends, where possible, the SLCBC General Meeting and the LPC national convention.
- organizes, participates in Liberal Riding events and seniors events; such as town halls, symposiums, focus groups, etc.
- assists in developing policy on issues of concern to seniors with the SLC Policy Committee and the LPCBC.
- connects/networks with Liberal seniors in the EDA, as well as seniors who live in the EDA who are not members of the Party.
- assists in the formation of one or more SLCBC Seniors/Elders groups, as appropriate

5.0 SLCBC SECTION BOARD MEETINGS:

In accordance with Article 7.1 of the LPC By-law (Commissions), the SLCBC Board, shall meet no fewer than four times per calendar year. A meeting may be called by the Chair, Vice Chair, or by any five members of the Board. Meetings may be held by conference call or in-person. Notice of regular meetings shall be given to all Executive Board members at least five days in advance of the meeting.

In accordance with Article 7.5 of LPC By-law #1, the quorum for all regular Board meetings shall be a simple majority of the voting members.

In accordance with Article 7.3 of the LPC By-law #1, a special emergency meeting may be called on 72 hours' notice by the Chair, or at the request of no fewer than five voting members received in writing or by email by the Secretary/Treasurer.

The outcome of votes conducted by recorded resolution(s) during all regular or special meetings shall be determined by a simple majority of votes cast by voting members participating in the meeting.

The Management Committee shall meet at least four times per calendar year. The quorum for all Management Committee meetings shall be three of the committee's five members.

Any SLCBC Board member absent for three consecutive meetings without providing advance notice/regrets or explanation will be removed from office by the SLCBC Board.

6.0 COMMITTEES

6.1 Standing Committees:

The following Standing Committees shall be established during the first regular meeting of the SLCBC Board, composed of voting Directors, following the SLCBC Biennial General Meeting.

- a) Policy Committee
- b) Communications Committee

Additional Standing Committees may be established by resolution of the SLCBC Section members at a Biennial General Meeting.

6.2 Ad Hoc Committees

The SLCBC Board may establish Ad Hoc Committees to carry out a specific task within a limited period of time. Such committees may be composed of both voting and non-voting members of the SLCBC Board.

The SLCBC Board Chair shall be an ex-officio member of all committees and may vote as a member of any of the Section's Standing Committees. On all other committees, the Chair shall vote only in the case of a tie.

Minutes of all committee meetings shall be recorded and circulated to all SLCBC Board members by the Secretary/Treasurer.

7.0 GOVERNANCE DOCUMENT AMENDMENTS

7.1 Amendments :

Amendments to this Governance Document may be proposed and submitted to the SLCBC Board by any member of the Section Board.

Proposed amendments must be received by the SLCBC Section Chair and Secretary/Treasurer at least 30 days in advance of a General Meeting. The proposed amendments must be published on the Section webpage or by other means of notification at least 20 days before the General Meeting to which they are to be presented. Amendments shall come into effect upon being approved by a majority of those attending the General Meeting where the report is presented.

7.2 Interpretation

The Governance Document has been developed in compliance with the SLC Charter, LPC By-law #1, Commissions, and the LPC Constitution. Interpretation of this document must at all times be in compliance with the SLC Charter and the LPC By-laws #1 and the Constitution.