

POLICIES OF SCOUTS CANADA

1001 Duty of Care

18 November 2000

WHEREAS the purpose of Scouting is to encourage the physical, mental, social and spiritual development of youth to enable them to become constructive and responsible citizens, and

WHEREAS this development is achieved by the guidance of dedicated men and women and the example they set, and

WHEREAS Scouts Canada believes that the actions of all members must fall within a reasonable 'Duty of Care' in order to protect its youth members,

That all Members and Helpers in Scouts Canada be required to act responsibly and adhere, at all times, to the approved Duty of Care Guidelines and Regulations. (*See Section 7000*)

1002 Investment Policy

17 February 2001

The investment policy of Scouts Canada is based upon the prudent investment standards set forth in the Ontario Loan and Trust Corporations Act, Sec. 154(2), which reads in part as follows:

“... prudent investment standards are those which, in the overall context of an investment portfolio, a reasonably prudent person would apply to investments made on behalf of another person with whom there exists a fiduciary relationship to make such investments, without undue risk of loss or impairment and with a reasonable expectation of fair return or appreciation.”

1003 Social Justice and Diversity Policy

17 February 2001

In keeping with our fundamental principles – Duty to God, Duty to Others, Duty to Self – Scouts Canada is committed to social justice including the promotion of gender and member diversity at all levels of the organization, both in its structures and programs and to the elimination of discrimination on the groups of race, gender, ethnicity, financial ability, sexual orientation, religion, disability or age.

It is imperative that all programs and services reflect Scouts Canada's commitment to social justice.

Scouts Canada will make every effort to make its members and employee work force representative and reflective of the communities in which its services are provided.

1004 Risk Management Policy

17 February 2001

Scouts Canada is committed to protecting its human and financial resources, as well as its goodwill assets.

The Board of Governors and the Executive Commissioner and CEO, through the practice of effective risk management, are dedicated to safeguarding the safety and dignity of its youth members, adult volunteer members, paid employees and anyone who has contact with Scouts Canada.

1005 Partnership Agreement

17 February 2001

That the responsibility for appointing or arranging for the election of a Group Committee move from being the Partner's responsibility to a local Council responsibility.

That Sponsors/Partners be guaranteed at least one seat on all Group Committee executives.

**1006 Control of Trade-marks, Copyright,
Signature Items and Sale/Distribution of
Merchandise for Profit or Promotion by
Boy Scouts of Canada.**

17 February 2001

Corporate Retail Services will develop, approve, maintain and manage the corporate inventory of merchandise of Boy Scouts of Canada.

Only corporate approved merchandise will be sold for profit, purchased for the purposes of promotion or for sale and/or distribution at special events and activities.

Specialty or custom merchandise incorporating signature items, logos, trade-marks or copyright materials must be approved and sourced through and/or licensed by Corporate Retail Services.

The use of all signature items, trade-marks, logos and copyright materials not otherwise provided for in By-Law, Policies & Procedures or Boy Scouts of Canada Administrative Procedures must have the prior approval of the DED, Operations Division or the Executive Commissioner and CEO.

1007 Executive Limitations Policy

2 June 2001

The Board determines policy, the Executive Commissioner and CEO implements and accounts for it.

The Board approves the budget, the Executive Commissioner and CEO ensures that revenue collection and spending are consistent therewith and reports to that effect.

By resolution of the Board, following consideration of a recommendation from the Audit Committee, the Executive Commissioner and CEO may be authorized to spend funds, limited in amount, outside or in addition to those authorized by the Budget. The Executive Commissioner and CEO is also responsible for ensuring the existence and implementation of a summary of the financial authority of those reporting to the Executive Commissioner and CEO and the provision of such summary to all persons in management roles, consistent with the limitations imposed on the Executive Commissioner and CEO.

The Board determines and interprets the strategic plan for the Corporation. The Executive Commissioner and CEO guides its implementation, reports on its achievements and advises on the effectiveness of its intent.

The Executive Commissioner and CEO has the day to day responsibility to supervise and direct the management team, including the making of recommendations to the Board in respect of succession planning for the management team.

The Executive Commissioner and CEO should report to the Chair of the Board prior to the implementation of any management decision that may have a significant adverse impact on the organization.

Subject to the By-Laws of the Corporation and the decisions of the Board, as expressed by resolutions of the Board, the Executive Commissioner and CEO, while acting within the bounds of his authority, has the authority and responsibility to legally bind the Corporation.

Addendum to Executive Limitations Policy:

11 September 2004

The Executive Commissioner and CEO is authorized to spend funds outside of or in addition to those authorized by the annual Budget in a cumulative amount in any fiscal year up to and not exceeding \$100,000 providing that any such excess spending shall be reported immediately to the Chief Commissioner and Chair and to the Vice-Chair Finance. Any single excess expenditure shall not exceed \$50,000.

The Executive Commissioner and CEO also has the authority to reallocate monies within the Budget, providing that such reallocation has no financial impact on the operating results for the fiscal year. Any such reallocation must also be reported on a timely basis to the Vice Chair-Finance. All such excess spending or budget reallocation will be reported on to the immediately following Board of Governors meeting.

1008 Financial Statements

2 June 2001

All financial statements of Scouts Canada will comply with the CICA Handbook requirements using a consistent format as agreed to by Scouts Canada (the Corporation) from time to time.

1009 Strategic Planning

2 June 2001

The strategic planning process shall occur every 10 years, with the vision developed at each event for 15 years into the future. Alternative, the strategic planning process may be advanced to address emerging issues or unforeseen factors that affect the well-being of Scouts Canada.

The strategic planning process shall be comprised of three essential components:

- a) review and confirmation or amendment of the organizational mission statement – “what” the organization exists to do – to ensure relevance into the future;
- b) review and confirmation or amendment of the organizational vision statement – “where” the organization needs to go in the future – to guide future efforts of the organization; and
- c) refinement or redevelopment of the organizational strategy to achieve the vision – “how” the organization will achieve the vision – as subsequently will be put into action in pursuit of short term goals targeted towards long term objectives.

The Vice Chair of the Board – Strategic shall lead a Task Group assigned by the Chair to implement the strategic planning process, with assistance from the Management Committee and the Youth Committee. The entire Board of Governors shall consider and dispose of the recommendations of the Task Group.

1010 Drug and Alcohol Policy

17 November 2001

Revised: 25 March 2011

Revised: April 20, 2013

Revised: May 2015

Scouts Canada Members (including youth, adults, volunteers, and staff) who hold a Duty of Care towards youth members serve in **responsible positions** and must conduct themselves in accordance with Scouts Canada’s Code of Conduct. Members serving in responsible positions have a clear obligation to care for and ensure the safety of youth members. As such, these Members serve in safety-sensitive positions.

This means that a Member in a responsible position is (a) prohibited from the use of, and (b) must not be affected by, any drugs or substances that impair his or her performance while he or she is responsible for ensuring the safety of youth members under his or her care.

1010 (a) Drug Policy

There shall be no illegal drug or substance consumed or made available on any Scout property – owned or leased.

There shall be no illegal drug or substance consumed or made available during any Youth Program activity. “Youth Program activities” include Beaver Scouts, Cub Scouts, Scouts, Venturer Scouts, Rover Scouts, Scoutsabout, Extreme Adventure, camps, hikes, Volunteer training programs (Wood Badge, workshops, etc.), Jamborees or similar event, “Scout Night” with sports teams and similar functions.

1010 (b) Alcohol Policy

17 November 2001

Revised: 25 March 2011

Revised: April 20, 2013

There shall be no alcohol at any Youth Program Activity, as defined in 1010(a).

There shall be no alcohol where minors are present.

To accommodate specific events, the CEO or the Chief Commissioner may permit temporary alterations to this policy as needed. Any approval must be in writing prior to the event(s).

Where permitted by and consistent with law, alcohol licenses may be sought for Scouts' sites and properties as required for adult events and 3rd party rentals.

For 3rd party rentals of a Scouts site or property, where the event is covered by an alcohol license, the restrictions on consumption of alcohol where minors are present is at the discretion of the 3rd Party but must be in accordance with the license and consistent with law. Consumption of alcohol must not be allowed in the case where only a part of the property is rented and there are scouting youth present on the other part of the property.

Scouts Canada reserves the right to apply appropriate disciplinary measures if members are found to be in violation of these policies.

1011 Property Policy

17 November 2001

Revised: 30 May 2003

July 2012

October 2012

Property for the purpose of this policy means lands and real estate.

Any property to be acquired by Scouts Canada at any level of the organization for whatever purpose, and regardless of means of acquisition and including proposed donations, must have the prior approval of the Executive Commissioner & CEO of Scouts Canada.

Scouts Canada is liable and on risk for only those properties that meet the requirements of By-law, Policies & Procedures.

All properties owned or leased must be in full compliance with the property standards of Scouts Canada as set forth in the Council Operating Procedures Manual, section 038 titled Property Standards and Compliance incorporating the "Annual Property Standards Checklist".

Scouts Canada properties are for the primary use of Scouts Canada membership. Third party or non-Scouting use must be limited in nature, and comply with Section 13019. Third parties must fully indemnify and hold Scouts Canada harmless with respect to the usage.

Nothing in this resolution affects the interests or rights of Scouts Canada in the property nor does it establish a long term precedent for the distribution of funds generated from Scouts Canada's properties. If the activity has potential to increase insurance claims or premiums, arrangements will be made with National office to contribute to those costs.

1012 Personal Information Protection Policy

15-16 November 2002

Scouts Canada is committed to respecting the privacy of our members, their families, and our employees by adhering to the privacy principles set forth in Schedule 1 of the Personal

Information Protection and Electronic Documents Act. Those principles are: accountability, identifying purposes, consent, limiting collection, limiting use, disclosure and retention, accuracy, safeguards, openness, individual access, challenging compliance, definitions. [See Section 12000)

1013 Structure, Roles and Responsibilities

30 May 2003

20 September 2003

Revised: October 2012

Preamble

The Mission of Scouts Canada speaks of youth and for youth. All volunteer and staff members of Scouts Canada work together to achieve this Mission. Members exercise different roles and responsibilities in a variety of settings. Nonetheless, the focus of each individual member remains on the development of children and young people. All members, by accepting roles in Scouts Canada, commit themselves to fully maintain this focus, serve this purpose, and fulfill their responsibilities. Set forth below is the policy of the Board of Governors on the clear and important commitments undertaken by all members in exercising their responsibilities in the differing roles within Scouts Canada.

Definitions

Council The word ‘Council’ is used to describe collectively the membership of Scouts Canada in a geographic area and the ability to provide service and support in an effective and efficient manner. These Councils are as identified in Schedule “A” to By-Law No. 2 of Boy Scouts of Canada, and the same may be amended from time to time.

Commissioner A Commissioner is the most senior volunteer within a Council and serves as the public representative of the Council. A Council Commissioner is accountable to the Chief Commissioner and Chair of the Board of Governors. In consultation with the Chief Commissioner, the Executive Commissioner and Chief Executive Officer will establish procedures for the appointment, accountability and duties of commissioners, as well as Deputy Executive Commissioners at all levels of the Corporation.

Leader A leader is an adult who is a registered member appointed to a position of trust to provide delivery of a Scouts Canada program to registered youth members. Leaders are appointed or removed by commissioners under procedures approved by the Executive Commissioner and Chief Executive Officer.

Service Scouter A Service Scouter is an adult registered leader who offers service to Scouts Canada through a commissioner and because of experience, training, motivation and personal qualities is selected and appointed by a commissioner as a supporting resource for leaders providing programs to youth. Appointments and removals as a Service Scouter are made in accordance with procedures approved by the Chief Commissioner and Chair of the Board of Governors.

Committee A committee is formed to meet specific needs for financial, administrative and community support and may be permanent or temporary. Committees consist of adult registered members who offer to serve in accordance with procedures approved by the Executive Commissioner and Chief Executive Officer.

Committees are led by a chairperson to co-ordinate committee activities in supporting the membership and the commissioner of a Council, but a committee operates in a way that clearly is meant to maintain and enhance resources available to the members and their commissioner, and the commissioner is accountable to Scouts Canada for the quality of program delivery within a Council.

A Group Committee is always formed within a Council supported by a local Sponsor/Partner, which may be a group of parents, to provide administrative and financial support to their chartered Group within the Council and to ensure good relations between a Sponsor or group of parents who hold a charter and members who benefit from the existence of a charter.

Sponsor/Partner A Sponsor/Partner is an association, institution, organization or group (group of citizens or parents) which supports the Mission, By-Law, policies and procedures of Scouts Canada and wishes to use one or more of Scouting's programs to further their mandate to develop their youth or youth in general. Sponsor/Partners are chartered on an annual basis. A Sponsor/Partner has the right to restrict membership in their Group to members of, or who are otherwise identified with, the Sponsor/Partner.

Auxiliary An auxiliary is a committee of former members or other interested adults who organize for the specific purpose of providing general support to Scouts Canada or to a specific Council. An auxiliary is formed only with the approval of the Executive Director of a Council under procedures approved by the Executive Commissioner and Chief Executive Officer.

Policy on the Role of Volunteers

The heart and soul of Scouts Canada's Mission is embodied in tens of thousands of volunteers. Dedicated volunteers who follow the policies and supporting procedures of Scouts Canada make it possible to continue to provide and expand services to the youth of Canada. Volunteers are the most important resource of Scouts Canada because they are the essential people who deliver Scouts Canada programs.

Volunteers perform roles of governance, leadership, and management. They accept a variety of roles and commit to carry out their responsibilities. Volunteers are the members who are most in regular contact with youth and their communities.

Volunteers recognize the important role of the Employees of Scouts Canada, and support by such Employees in leadership roles that are fundamental to continuous development of effective, cost-efficient services provided by the infrastructure of Scouts Canada.

Policy on the Role of Staff

Scouts Canada maintains an infrastructure to provide services in support of delivery of programs by volunteers across Canada in a wide variety of situations. Volunteers require efficient, responsive services to help them meet their obligations, especially in local communities and neighborhoods. To help meet these obligations, Scouts Canada employs executive and support staff and contracts for professional and other services.

The organization must conserve physical and human resources, manage risks and provide continuously improving services. Scouts Canada must preserve and enhance the ability of members to fulfill the Mission.

All employees of Scouts Canada are accountable to the Executive Commissioner & Chief Executive Officer. Employees of Scouts Canada exercise responsibilities primarily in management activities, take leading roles in specific functions, and are often identified as the principal agents of the Board of Governors to ensure appropriate monitoring and achievement of due diligence.

Governance

Under the terms of By-Law No 2, the Board of Governors of Scouts Canada is the sole source of policy for Scouts Canada. The roles and responsibilities of members of the Board of Governors are specified in By-Law No 2.

Operations and Management

Under the terms of By-Law No. 2, the Executive Commissioner and Chief Executive Officer leads and operates the network of volunteers including commissioners, Service Scouters, leaders and members of the employed staff who deliver Scouts Canada programs and manage day-to-day activities on behalf of the Board of Governors.

Members in Corporate Roles

Volunteers and staff in leading roles at the corporate level, excepting the Board of Governors, exercise responsibilities detailed in job descriptions approved by the Executive Commissioner and Chief Executive Officer.

National Leadership Team

Within policy provided by the Board of Governors, a National Leadership Team, chaired by the Executive Commissioner and Chief Executive Officer, operates in an advisory capacity to assist him/her in the exercise of his/her responsibilities and to coordinate the activities led by volunteers and staff. This includes providing feedback from the Area they represent, making recommendations and assisting with the communication and implementing of policy and procedures again in the Area they represent.

The National Leadership Team advises, consults, provides feedback and makes recommendations regarding:

continuous improvement of our Scouts Canada youth programs and the quality of their delivery;

effective procedures to achieve significant inclusion and development of youth members as leaders and Service Scouters;

an open and comprehensive membership management system and archive to provide effective membership services and reports to all members;

an open and comprehensive corporate standard financial reporting system and archive to provide effective financial services and reports to all members;

the preparation and conduct of Scouts Canada programs and public events;

the preparation and conduct of business plans, financial plans and risk management plans;

effective relationships with the federal government, national and international non-governmental organizations, national and international agencies focused on youth, national and international volunteer organizations and national and international commercial corporations;

effective relations with the World Bureau and with other national Scout organizations;

effective relationships with national Sponsors/Partners of Scouts Canada;

a cost-effective and reasonable application of Canada's officially bilingual character so that appropriate materials published in the name of Scouts Canada are published in French and English;

effective relationships with national organizations that subscribe to the Mission of Scouts Canada and stimulate active citizenship within aboriginal and cultural communities in order to ensure that the Mission of Scouts Canada reflects sensitivity to multiculturalism and responds to the needs of the many cultural roots of Canadians;

preparation and maintenance of job descriptions for leading volunteers and staff in corporate and Council roles;

activities to maintain and enhance relations between Scouts Canada and educational institutions, Sponsors, and provincially or territorially based organizations that provide support services to prevent abusive relationships;

Council operations and compliance with Scouts Canada policies and procedures;

an effective Corporate Communications Strategy;

effective use of new technologies to deliver timely and efficient products and services to members; and

support to program and administrative committees and task groups as required.

The membership of the National Leadership Team includes the following, and can be expanded with the approval of the Board of Governors.

Executive Commissioner and Chief Executive Officer – Chair;

Chief Commissioner;

International Commissioner;

Geographic Deputy Executive Commissioners

National Youth Commissioner

Functional Deputy Executive Commissioners

Two (2) Council Executive Directors appointed on a rotational basis by the Executive Commissioner and Chief Executive Officer

Executive Directors – Operations, Program and Field Services

Corporate Comptroller.
Deputy National Commissioner – Growth
Deputy National Commissioner – Organizational Development
Deputy National Commissioner – Volunteer Services
Deputy National Commissioner – Marketing & Communications
Deputy National Commissioner – Technology
Deputy National Commissioner - Development

The Executive Commissioner and Chief Executive Officer can recommend adjustments to the membership of the Operations Advisory Committee to the Board of Governors for approval.

Members in Corporate and Council Roles

Volunteers and staff in leading corporate and Council roles exercise responsibilities detailed in job descriptions approved by the Executive Commissioner and Chief Executive Officer. Job descriptions for volunteers and staff in leading corporate roles and Councils are designed to meet the need for the accountability of commissioners and for the support required by commissioners to meet their responsibilities.

Job descriptions for volunteers and staff in leading corporate roles require them to:

1. achieve cooperation among Councils to ensure maximum conservation of physical and human resources; and
2. provide effective, supportive and convenient services as directly as possible to members.

Job descriptions for volunteers and staff in leading roles for Councils require them to:

1. fulfill the Mission by recruiting adults and youth to membership and participation in Scouting programs;
2. encourage volunteers to focus on the quality and range of program delivery and to minimize the need for volunteers to be involved in administration;
3. identify regions, areas, communities and neighborhoods that are practical for appointment and maintenance of commissioners based on unique factors of geography, the size and distribution of the membership, physical infrastructure and communications resources;
4. establish and monitor necessary committees to provide support to commissioners and coordinate financial and other support provided by existing and potential Sponsors, including groups of parents;
5. develop and maintain close and effective relations between Scouts Canada and provincial and municipal governments and agencies, educational institutions and authorities in order to advance the Mission of Scouts Canada in particular to develop close and effective relations with community and judicial and law enforcement agencies concerned with prevention of abusive relationships;

6. develop and maintain close and effective relations between Scouts Canada and existing and potential local Sponsor/Partner, including groups of parents, in order to advance the Mission of Scouts Canada;
7. under Scouts Canada policies and procedures, to actively assist in conservation of physical, financial and human resources to minimize exposure of Scouts Canada to risk; and
8. under a Scouts Canada Communications Strategy, to use corporate materials and develop local materials to gain maximum access to provincial, territorial and local communications outlets.

Members in the Service Scouter Role

In response to offers of service, commissioners appoint members as Service Scouters in accordance with procedures approved by the Chief Commissioner and Chair of the Board of Governors.

Service Scouters are appointed only where suitable offers of service are received. Service Scouters make themselves available to commissioners in order to assist leaders in youth programs.

Job descriptions for Service Scouters are identical throughout Scouts Canada, and emphasize that they are:

1. readily and conveniently available to provide advice and training and support to leaders;
2. dedicated to the personal support task and have no responsibility for conducting events or other program activities; and
3. not normally registered leaders in any operating youth program, in order to maximize their availability to leaders at large, without the specific approval of both the commissioner and the next senior commissioner.

Members in the Communications Role

Effective communications inside Scouts Canada and between Scouts Canada and the Canadian public are vital to the Mission. Recognizing that Scouts Canada operates across a vast country, the Board of Governors requires that the Executive Commissioner and Chief Executive Officer develop and maintain a Scouts Canada Communications Strategy to be reported to the Board as part of normal periodic activity.

Included in the Scouts Canada Communications Strategy is identification and distinction of corporate and other roles so that:

1. activities such as purchase of services from firms that specialize in public relations, or production of material for use in Scouts Canada communications media, must be managed by national office staff and supported by volunteers at all levels;
2. the public face of Scouts Canada emphasizes the leadership of the Chief Commissioner;
3. materials are developed for use by Councils to aid them in gaining access to local media outlets;
4. creative and effective initiatives at the community level are identified and supported by Councils and shared with members exercising corporate communication roles for potentially a wider application;

5. a process to identify new communications technologies, assess them and as appropriate apply them for the benefit of the members of Scouts Canada and the public at large;
6. a current and effective internal communications plan is in place for Scouts Canada;
7. a process to identify developing technologies that offer the potential to provide services to members in new ways and to provide new services to members;
8. a process to use the network of staff and commissioners as the only vehicles for internal administrative and program communications.

AUTHORITY

The Executive Commissioner and Chief Executive Officer shall be responsible for development of the management structure contemplated by the foregoing policy and shall have the authority to implement such policy at all levels of the Corporation for this purpose.

POLICY 1014

**AMENDED APRIL 2014
APRIL 2013**

1. In this Policy the following terms have the same meaning as assigned in By-law No. 2:
 - (a) "Board";
 - (b) "Council";
 - (c) "Corporation";
 - (d) "Policy";
 - (e) "Voting Members"; and
 - (f) "Youth".
2. In this Policy:
 - (a) "Candidate" means an Ordinary Member who offers himself or herself for election pursuant to this Policy;
 - (b) "Voting Member at Large" means those Voting Members who are elected pursuant to Article II a.(3)(a) of By-law No. 2;
 - (c) "Term of Office" means the period of time defined in Article II a.(5) of By-law No. 2;
 - (d) "Youth Voting Member" means those Voting Members who are elected pursuant to Article II a.(3)(a) of By-law No. 2;
3. The Board shall appoint
 - (a) a person to serve as Chief Elections Officer; and
 - (b) for each Council, a person who is registered with the Council to serve as the Deputy Elections Officer for that Council.
4. The Chief Elections Officer shall fulfill the following duties:
 - (a) oversee and conduct an election in each Council annually by such balloting means as the Board prescribes;
 - (b) advise the Board in the interpretation of this Policy; and,
 - (c) supervise and assist the Deputy Elections Officers to conduct the election in their respective Councils.

5. Each Deputy Elections Officer shall fulfill the following duties:
 - (a) distribute calls for nominations which shall be published by;
 - (i) e-mail to all members eligible to vote
 - (ii) publication prominently displayed on the Council's main web page for a period of 20 to 23 days;
 - (b) receive nominations;
 - (c) distribute voting instructions by the means described in subparagraph (a);
 - (d) receive and distribute Candidate Statements by the means described in subparagraph (a); and,
 - (e) Generally conduct the election in his or her assigned Council.
6. The Chief Elections Officer and each Deputy Elections Officer shall not be eligible to be a Candidate.
7. All Ordinary Members who have attained the age of 14 years in the calendar year in which the election is conducted are entitled to vote in the election conducted in the Council in which he or she is registered.
8. A Candidate must
 - (a) be registered in his or her Primary Role with the Council that he or she proposes to represent;
 - (b) be nominated in writing by 5 Ordinary Members who are registered with the same Council as the Candidate in a form prescribed by the Chief Elections Officer; and
 - (c) have attained the age of 14 years in the calendar year in which the election is conducted.
9. The Chief Elections Officer shall open nominations for Council Voting Members 210-212 days prior to the date of the annual general meeting, and nominations shall remain open for a period of no fewer than 30 days and no more than 33 days.
10. Within 3 days following the close of nominations, each Deputy Elections Officer shall determine the number of validly nominated Candidates and
 - (a) if there are three candidates nominated for the positions, at least one of whom is a youth, then they are automatically elected by acclamation;
 - (b) if more than three candidates have been nominated, at least one of whom is a youth, then the Chief Elections Officer shall be informed that it is necessary to conduct an election.
11. A candidate may withdraw his or her nomination before ballots are distributed.
12. In the event that the Deputy Elections Officer does not receive three or more valid nominations, at least one of which is for a youth, for the available positions, the Deputy Elections officer shall inform the Chief Elections Officer that a vacancy exists for the position for which insufficient valid nominations have been received.
13. Upon being informed that a vacancy exists under paragraph 11, and if he or she is satisfied that the notice of election provisions of this Policy, as set out in paragraph 5(a) have been

complied with, the Chief Elections Officer shall appoint the following to fill the vacancy unless such Member is already a Voting Member:

- (a) For a Youth Voting Member vacancy,
 - (i) The Council Youth Commissioner; and failing him or her,
 - (ii) The position shall remain vacant until the following year's election.
- (b) For a Voting Member at Large vacancy,
 - (i) The Council Commissioner; and failing him or her,
 - (ii) The Council Youth Commissioner; and failing him or her,
 - (iii) The position shall remain vacant until the following year's election.

- 14. A Candidate may make a Candidate Statement of no more than 750 words for distribution to the Ordinary Members. A Candidate Statement may contain external links and must be capable of being reproduced in a digital file format which when printed will not exceed one 8½ x 11 sheet of paper. A Candidate Statement shall be provided to the Deputy Elections Officer no later than 7 days after the close of nominations.
- 15. Each Deputy Elections Officer shall distribute, by the means described in paragraph 5(a) to eligible voters as defined in paragraph 7, Candidate Statements and electronic voting instructions no later than 10 days after the close of nominations.
- 16. Voting shall be open for a period of 21 days after the date upon which each Deputy Elections Officer distributes the Candidate Statements and electronic voting instructions.
- 17. A Member shall vote in the Council in which he or she has registered in his or her Primary Role. Members who have a National Primary Role shall vote in the Council in which they reside.
- 18. In this paragraph "Quota" means 25% of the total of valid votes cast in an election to select 3 candidates or 33% of the total of valid votes cast in an election to select 2 candidates.
 - (a) A member shall express a sequential preference for one or more of the Candidates on his or her ballot.
 - (b) Votes shall be counted by the following process:
 - (i) The first choices votes cast for each Candidate shall be counted;
 - (ii) Any Candidate whose vote count equals or exceeds the Quota + 1 vote is declared elected;
 - (iii) The second choice votes cast on the ballots for each Candidate declared elected shall then be counted;
 - (iv) Each valid vote so counted shall be assigned a pro-rated value equal to $\frac{\text{Quota}}{\text{Valid Votes Received}}$ and be added to the total of valid votes received in the previous round of counting;
 - (v) Any Candidate whose vote count then equals or exceeds the Quota + 1 vote is declared elected;
 - (vi) Third and subsequent choices shall be counted for as many rounds as many be required to elect the required number of Candidates.

19. In the event that all preferential votes are counted without the required number of Candidates receiving Quota + 1 vote, then the Candidate or Candidates not previously declared elected who receive the highest number of votes shall be declared elected any vacancy or vacancies still remaining.
20. Each Deputy Elections Officer shall count the ballots which he or she has received as of 5:00 PM local time on the day voting closes. Subject to paragraph 18, the Deputy Elections Officer shall declare as elected the Youth with the highest number of votes and the two Candidates with the highest number of votes irrespective of their age. In the event of a tie, the Deputy Elections Office will determine the winner by a random process, made in the presence of another two Members who are not candidates.
21. The Deputy Elections Officers shall each report the names of the Council Voting Members elected to the Chief Elections Officer no later than 3 days after voting closes, who shall publish the election results within 7 days after voting closes.
22. If a Council Voting Member becomes ineligible to be an Ordinary Member or resigns his or her membership or transfers his or her Primary Role to another Council prior to the Annual General Meeting, a substitute shall be designated as outlined in By-Law No.2, Article III.f
23. The Board shall set a fee payable by the Councils on behalf of Voting Members to cover the cost for the Voting Members to travel to the location of the meeting and for meals and accommodations while there. The fee shall be the same regardless of the distance Voting Members must travel. A Council has the sole discretion to request any or all of its Voting Members to attend a meeting by teleconference or video conference if the Corporation makes such facilities available for the meeting.

ELECTION TIMELINES

Event	Time	Authority	Illustrative Dates
Nominations open	210-212 days prior to the date of the Annual General Meeting, range allowing for nomination day to commence on a weekday	Policy 1014, para. 10	April 19
Nominations Close	30 to 33 days after nominations open (variance permitted to ensure closure on a business day)	Policy 1014, para. 10	May 19-22
Deputy Elections Officer to declare acclamations or need for election	Within 3 days of close of nominations	Policy 1014, para. 11	May 22-25
Candidates to submit Candidates' Statements to Deputy Elections Officer	Within 7 days of close of nominations	Policy 1014, para. 14	May 26-29
Candidate Statements, Voting Instructions and Ballots Distributed; Voting Opens	Within 10 days of close of nominations	Policy 1014, paras. 15-16	May 29-June 1
Deputy Elections Officer counts votes received and declares winners	21 days after voting opens and after 5:00 PM local time	Policy 1014, para. 16	June 19-22
Old Voting Members' Term Ends	Before new election winners are declared	By-Law No.2, Article IIa.(5)	June 19-22
New Voting Members' Term Starts	Commencing for a period of one (1) year on the date of their election	By-law No. 2, Article IIa.(5)	June 19-22
Deputy Elections Officer reports Voting Members elected to Chief Elections Officer	No later than 3 days after voting closes	Policy 1014, para. 17	June 22-25
Chief Elections Officer publishes election results	No later than 7 days after voting closes	Policy 1014, para. 17	June 26-29

Prepared by:
Governance & By-Law Committee
Scouts Canada
National Board of Governors
David O'Brien, Q.C., Chair
Ken McAteer
Karl West
Rod Wilson
*Approved by Board of Governors
September 18, 2009*

1. Preamble

Whereas there exists ambiguity within the provisions of the By-Law concerning the Office of the Chief Commissioner, the following policy was approved by the Board of Governors at their September 18, 2009 meeting, to clarify and provide consistency in the interpretation and application of the By-Law.

2. Role

2.1 The Chief Commissioner is an officer of the Corporation.
2.2 The Chief Commissioner shall act as chair of all meetings of the Members and all meetings of the Board. The Chief Commissioner shall perform such duties as are assigned by the Board. The Chief Commissioner shall be an ex-officio Member of all National committees/task groups of the Corporation.

3. Duties and Responsibilities of the Nominating Committee:

- 3.1 The Nominating Committee shall prepare for presentation to the annual general meeting the name of a person to be recommended to the position of Chief Commissioner. The Nominating Committee shall take into consideration candidates who adequately represent the constituencies served by the Corporation.
- 3.2 The Nominating Committee shall, at least sixty (60) days prior to the annual general meeting of Members, circulate to the Voting Members by mail or electronic means, the recommendation for Chief Commissioner accompanied by a curriculum vitae of the person being recommended.
- 3.3 Additional recommendations for the position of Chief Commissioner shall be received by the Nominating Committee provided that
- (a) each recommendation is signed by five (5) Voting Members and is accompanied by a curriculum vitae and a written confirmation from the person being recommended that he/she has an understanding of the position and is willing to serve in the position; and
 - (b) such additional recommendations are presented to the chair of the Nominating Committee, care of the National Office, at least twenty-five (25) days prior to the date of the annual general meeting of Members.
- 3.4 The Chair of the Nominating committee shall, at least 14 days prior to the annual general meeting of Members, circulate to the Voting Members by mail or electronic means, the name(s) of any other person being recommended for the position of Chief Commissioner,

together with the names of the individuals making the recommendation and the curriculum vitae of the person(s) being recommended.

3.5 All recommendations for the position of Chief Commissioner, which are accepted by the Nominating Committee, should appear in the Scouts Canada national magazine and/or on the websites or other electronic forums being used by the Corporation to disseminate information on a timely basis.

4. Voting on Recommendation(s) for the Position of Chief Commissioner:

4.1) The vote on the recommendation for the position of Chief Commissioner, to be forwarded to the Chief Scout for consideration, shall be under the business section of the annual general meeting entitled, *Recommendation to the Chief Scout of an individual to fill the position of Chief Commissioner.*

4.2) The Chair of the annual general meeting shall not accept any recommendation for the position of Chief Commissioner from the floor of the annual general meeting.

4.3) The recommendation for the position of Chief Commissioner to be forwarded to the Chief Scout shall be determined by the majority of votes cast by the Voting Members at the annual general meeting.

5. Forwarding of Recommendation:

5.1) As soon as practicable following the annual general meeting, the Executive Commissioner & Chief Executive Officer of the Corporation, shall forward the recommendation for the position of Chief Commissioner, to the Chief Scout for consideration.

6. Commencement of Office:

6.1) The Chief Commissioner shall commence his/her term of office upon:

- (a) his/her appointment by the Chief Scout,
- (b) his/her appointment to fill a vacancy in the Office of the Chief Commissioner by the Board.

7. Term:

7.1) The term of Office for the Chief Commissioner shall be for a one-year period or until such time as his/her successor is duly appointed.

7.2) The Chief Commissioner shall not serve more than three consecutive one year terms in the office of Chief Commissioner.

8. Termination of Office:

8.1) The office of the Chief Commissioner shall come to an end upon:

- (a) the appointment of a person to fill the position,
- (b) resignation of the incumbent;
- (c) a finding by a court that the incumbent is of unsound mind;
- (d) bankruptcy of the incumbent;
- (e) a vote by sixty-six and two thirds percent (66 2/3%) of members present at a special meeting called for that purpose, that the incumbent be removed: or
- (f) death of the incumbent.