

PROVINCIAL COUNCIL OF WOMEN OF MANITOBA INC.

STANDING RULES

RULE 1 MEETINGS

1.1 ANNUAL AND SEMI-ANNUAL AND OTHER COUNCIL MEETINGS

1.1.1 Each Federated Organization in good standing is entitled to have present one (1) voting delegate and a designated alternate with no vote. Other members of Federated Organizations

- i) may take part in discussions,
- ii) may attend all sessions as observers,
- iii) may not vote (other than as individual members in good standing).

1.1.2 Life members shall receive notice of all Council meetings.

1.1.3 Each Individual member in good standing

- i) may attend all sessions,
- ii) may take part in discussions,
- iii) may vote in accordance with the Constitution and By-Laws.

1.2 EXECUTIVE COMMITTEE MEETINGS

1.2.1 The President, President-Elect, Vice Presidents, Recording Secretary, Corresponding Secretary, Treasurer, Archivist and Immediate Past President, are responsible to attend the Executive Committee meetings, Board meetings and any other meetings which the President calls where their attendance is requested.

1.3 BOARD MEETINGS

1.3.1. The following Council members are requested to attend Board meetings, Semi-Annual and Annual meetings: Board members including the Executive Committee and President of Local Council, and the Chairpersons of Administrative and Standing Study Committees, and Members-at-Large. Chairpersons of Special Committees may attend any or all board meetings or may submit written reports as required.

1.3.2 The President or Representative of a Federated Organization may

- a) be accompanied by another member of the Federated Organization as an observer,
- b) appoint a Representative to attend in the absence of the appointed Representative or President.

- 1.3.3 The Chairperson of a Standing Study Committee or a Special Committee may be accompanied by members of her Committee when matters pertinent to the Committee's area of study are to be discussed.
- 1.3.4 Board members are asked to
- a) perform the duties of their positions as outlined in the Constitution, By-Laws, Standing Rules, and Terms of Reference and other tasks for the Council as requested by the President, or arrange for them to be performed;
 - b) attend regular monthly meetings as much as possible and advise the board prior to meetings when they are unable to attend; and
 - c) advise the board in a timely manner if circumstances change such that they are unable to continue on the board for a substantial period of time; and

The President or designated Officer

- a) may arrange for a temporary replacement where a board member has not attended or given regrets for 3 or more consecutive meetings or as necessitated by the circumstances of the absent board member; and, or
- b) make such other arrangements for the absent board member's tasks to be performed as necessary while a board member is absent or unable to perform the duties of the position.

RULE 2 APPROACH TO GOVERNMENT

- 2.1 A Provincial Council may approach the Federal Government only through the National Council of Women.
- 2.2 A Provincial Council may present matters to individual members of the House of Commons who represent constituencies of the Province in which the Provincial Council is established.
- 2.3 Provincial Council may approach the Provincial Government on matters pertaining to provincial affairs.
- 2.4. Correspondence with the Prime Minister or members of the Federal Cabinet, or with the Provincial Premier and members of the Provincial Cabinet, shall be conducted on behalf of the Council only by the President of Council or with the President's permission.
- 3.1 Standing Study Committees and Federate Organizations are requested to submit resolutions to the Resolutions Chairperson. Resolutions should be submitted at (or before) the Provincial Council annual meeting or semi-annual meeting or other meeting at which the Council will consider them.

Resolutions will be circulated to the Board members, Individual Members and Federated Organizations for consideration.

- 3.2 Resolutions related to Provincial concerns will be discussed and voted upon at the Provincial Council annual meeting or semi-annual meeting or other meeting at which the Council will consider them.
- 3.3 Resolutions adopted by the Council will form the basis of the annual brief, which Council presents to the Provincial Government.
- 3.4 Resolutions related to National concerns should be submitted to the Resolutions Chairperson at the Provincial Council annual meeting. The Resolutions Chairperson will submit national resolutions to the National Council of Women of Canada, Resolutions Chairperson.
- 3.5 Resolutions may be initiated by the Resolutions Chairperson who may also recommend follow-up action on policy to the Board or to Council.

RULE 4 BRIEFS

- 4.1 The annual Brief for presentation to the Government shall contain
 - a) the resolutions adopted at the previous Provincial Council annual or semi-annual meetings, which call for provincial action;
 - b) Provincial Council resolutions requiring re-iteration; and
 - c) any resolutions passed by the NCWC calling for provincial action.
- 4.2 A Brief to be presented to any constituted authority other than the Government shall be approved by the Board or by the Executive Committee if the time element does not allow for its presentation to the Board.

RULE 5 POLICY

- 5.1. When the National Council has recorded its expressed policy by a majority vote at any annual meeting, Provincial Council shall conform to such a policy.
- 5.2 The Council shall not subscribe to membership in other organizations. (NCWC Standing Rule 31). At the discretion of the Board an amount equal to membership fees may be paid for Council representation.
- 5.3. Mailing lists shall not be available for other purposes than Council business.

RULE 6 AMENDMENTS

- 6.1 PCWM Standing Rules may be amended at a Council meeting by a majority vote of the members present. Amendments do not require a Notice of Motion.
- 6.2 PCWM Standing Rules may be amended at a Board meeting by a majority vote of the Directors present. Such amendments shall be ratified at the subsequent Council meeting.