

NATIONAL ORIENTATION MANUAL \* POLICIES AND PROCEDURES

**COMMITTEE TERMS OF REFERENCE**

Name:	<b>Governance</b>
Type of Committee:	Standing Committee
Focus:	Inwards
Accountability:	Executive Board
Ex-Officio:	National Vice-President
Membership Composition:	Modified National Committee Reference (See Below)
Meetings:	Standard National Committee Reference
Staffing:	Standard National Committee Reference

**Purpose/Mandate:**

The Committee shall oversee and monitor the formal governance structure of the CCI, ensuring that National and Chapter bylaws are in compliance with current legislation and that they reflect the true activities of the Institute. Current responsibilities and mandate to include:

- (a) Interpretation and Implementation of National Bylaws
  - Act as a resource if clarification or interpretation is required by the Executive Board with the current bylaws
  - Draft and proposes changes to the bylaws as directed by the National Executive
  - Monitor and track any revisions which might be required in future revisions of the bylaws
  - Manage and keep current the code of ethics and guidelines
  
- (b) Assistance with Chapter Bylaws
  - Ensure the bylaw template in the CCI-N Best Practices Manual is up to date to be compliant with new legislation
  - Review chapter bylaws to be sure they are compliant with new legislation, and with National bylaws, and make appropriate recommendations to Chapters for amendments
  - Monitor any chapters that are incorporated separately of their government filings and submissions, ensuring they are up to date and in compliance
  
- (c) Monitoring Governing Legislation
  - To ensure that CCI is aware and knowledgeable about legislation that will affect the Institute either/or at a national or chapter level (i.e. privacy, anti-spam, etc.) and to bring such knowledge to the Executive Board and Chapters
  
- (d) Elections
  - To monitor and confirm that the elections of both National and the Chapters are held in a manner that confirms to all existing legislation, National bylaws, and National operating policies

*For National Elections:*

- To determine, as per the bylaws, which positions are up for election at the AGM
- To review nomination submissions to ensure they meet the bylaw requirements set out by the organization, and they are qualified members of the institute
- To ensure the valid nominations represent regional requirements of the National Executive
- Interview candidates running for Vice-President prior to making recommendations; the committee may choose to use the same process for the Secretary-Treasurer nominees
- To develop a list of valid nomination submissions and recommend on either a formal slate or a formal election
- Present recommendations to the National Executive Board at during September meeting, circulated to the National Council for information.

**Membership Composition/Requirements:**

Membership Composition/Requirements are those of the Standard National Committee Reference with the following addition:

- (a) Committee shall consist of members specifically knowledgeable about governance, bylaws and NFPA legislation

**2018 Identified Priorities:**

These priorities do not constitute part of the Terms of Reference, but outline the current priorities of committee, in conjunction with the purpose/mandate of the committee. These are expected to be reviewed and updated yearly by the National Executive.

1. Proxies – Look at removing
2. Change National Executive structure (Chair's role/rights, new at-large position, named execs not count towards regional representation, National exec chooses amongst themselves who new VP will be)
3. Ethics guidelines – members, chapter execs, other groups as required
4. By law changes related to Moving Into Tomorrow
5. Change bylaws for election process
6. Define new election process, incorporation of electronic balloting and other ways to maximize member involvement