

Policy Number: National Operating Policy # 21

Subject: Notice of Proposals by Membership

Approved: May 20, 2016 by the National Executive Council

OBJECTIVE AND RATIONAL

This objective of this policy is to inform voting members of the means in which to provide a notice of proposal (also known as a “resolution” or “motion”) to the corporation and the prescribed period in which it must be submitted. This includes a proposal to make, amend or repeal a by-law.

Pursuant to Section 163 (1-11) of the Not for Profit Corporation Act(the “Act”) a member entitled to vote at an annual meeting of members may submit to the corporation notice of any matter that the member proposes to raise at the meeting, referred to in this policy as a “proposal” . The member may then discuss at the meeting any matter with respect to which the member would have been entitled to submit a proposal.

The Act further sets out the obligation of CIPHI to include the proposal in the notice of meeting and enables the corporation to set the prescribed period in which the proposal must be submitted by the member to the corporation.

SPECIFIC OPERATIONS

1. All Notice of Proposals must be submitted by a voting member to the National Office 90 days prior to the Annual General Meeting (AGM). Proposals submitted after this prescribed period or from the “floor” at the AGM will not be tabled for discussion.
2. On instruction from the corporation the National Office will mail copies of all eligible Notice of Proposals along with AGM instructions to all members 60 days in advance of the AGM.
3. If so requested by the member who submits the proposal, the corporation shall include in the notice of meeting a statement by the member in support of the proposal, and the name and address of the member.
4. The corporation is not required to comply with Specific Operations 2 and 3 above if any of the exceptions found in Section 163 (6) of the Act apply.
5. If a corporation refuses to include a proposal in a notice of meeting, it shall, within 30 days after the day on which it receives the proposal, notify in writing the member submitting the proposal of its’ intention to omit it from the

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notice of the meeting, the reason for the refusal and the recourse available to the member under Section 163 of the Act.

- 6. Proposals included in the notice of meeting will be tabled for discussion at the AGM and the member submitting the proposal will be invited to speak first to the matter

ACCOUNTABILITY

The National Executive Council is responsible for the application of this policy

DOCUMENT AND CHANGE HISTORY

Initial Draft: May 20, 2016

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