



POLICIES AND PROCEDURES

DISTRICT 4 ONTARIO ASSOCIATION OF AGRICULTURAL SOCIETIES

**Adopted October 24, 2020
Update November 28, 2020**

POLICIES

POLICY 1 - NAME

The District Association shall be known as District 4 of the Ontario Association of Agricultural Societies (OAAS)

POLICY 2 - ORGANIZATION

The District Association shall consist of the Member Agricultural Societies within the regional municipalities, counties or parts thereof: City of Kawartha Lakes, Haliburton, Durham, Northumberland and Peterborough.

POLICY 3 - HEAD OFFICE

The head office of the District 4 Association shall be the office of the District Secretary-Treasurer.

POLICY 4 - MEMBERSHIP

Agricultural Societies (as listed in Policy 2) in good standing under the provisions of the Agricultural and Horticultural Organizations Act 1990 and the OAAS shall be eligible for membership in the District 4 Association upon payment of the prescribed membership fee.

POLICY 5 - FEES

The annual dues shall be payable at the Annual Meeting and shall be an amount determined by the District 4 Executive.

POLICY 6 - SIGNING OFFICERS

The signing officers of the District 4 Association shall be any two of the District 4 Directors (Provincial/District) or the Secretary-Treasurer.

POLICY 7 - GOVERNING DOCUMENTS

District 4 shall abide by:

- 7.1 The Agricultural and Horticultural Organizations Act, R.S.O. 1990, c. A.9
- 7.2 Section 8 of the Constitution and By-Laws of the Ontario Association of Agricultural Societies.

PROCEDURES

PROCEDURE 1 - OBJECTIVES

The objectives of the District 4 Association shall be to give assistance and leadership to Agricultural Societies and other associations within the District:

- 1.1 Hold District meetings for the purpose of exchanging ideas, to give encouragement and communication for the mutual benefit, cooperation and promotion of Member Societies, and to deal with matters of concern.
- 1.2 Encourage Agricultural Societies to include all members of their communities in their membership and activities.
- 1.3 Act as a single voice on behalf of all Agricultural Societies in District 4.
- 1.4 Hold other educational programs e.g. judging schools
- 1.5 Forward relevant emails to Member Societies

PROCEDURE 2 - EXECUTIVE

The Executive of the District 4 Association shall be one (1) Provincial Director, three (3) District Directors, two (2) Past Directors (Until 2018 to allow transition to one Past Director at that time) and the Secretary- Treasurer.

- 2.1 The Provincial District 4 director shall be a member of the OAAS Board of Directors.
- 2.2 The term of office of the three District Directors shall be three years commencing immediately following the District 4 Annual Meeting. District Directors serve a three year term on a rotating basis. The new Provincial Director shall be appointed to the OAAS board following the OAAS Annual Meeting.
- 2.3 Any District 4 Director must wait for a one year period after the end of their term before re-election to the same position.
- 2.4 The Secretary-Treasurer shall be appointed by the District 4 Executive.
- 2.5 A vacancy occurring by death, resignation or other of any officer may be filled by appointment of a replacement chosen by the remaining executive of District 4 for the unexpired portion of the term.
- 2.6 The Executive shall be responsible for ensuring there is a competent Judge for competitions at the District 4 level which take place at the Annual Meeting.

2.7 The Executive shall ensure that prize money is paid out for District competitions.

PROCEDURE 3 - MEETING PROCEDURE

The following procedure shall be exercised when organizing/conducting a meeting.

3.1 District 4 is to provide one informative meeting in the spring and an Annual Meeting each fall. Meetings will happen after the Provincial meetings. In the spring, the meeting will be the third Thursday in April. The fall meeting will be the last Saturday of October.

3.2 The District and Provincial Directors and Secretary-Treasurer shall plan an educational and entertaining program for each meeting.

3.3 The meetings will be held at central location.

3.4 Notice of District 4 meetings shall be sent to each Society's Secretary, and at least one other person in that Member Society, clearly stating the main business, no less than thirty (30) days prior to the date of the meeting. Email or other electronic means is preferred because of the reduced cost. The sender should request a reply to confirm receipt of the notice.

3.5 The host fairs will be decided at least one year in advance and will be done on a rotating basis.

3.6 The host of the annual meeting will serve a lunch which is reimbursed by the attendees.

3.7 If a special meeting is required, follow procedures outlined in OAAS Constitution By-law 5.

3.8 A quorum shall consist of one representative from a majority of the Member Societies in good standing in District 4. A majority shall be one (1) Society more than one half (1/2) of the number of Societies in the District.

PROCEDURE 4 - ANNUAL MEETING

4.1 The fall meeting of District 4 shall be the Annual Meeting.

4.2 The Secretary-Treasurer shall present a reviewed financial statement.

4.3 The election of Executive shall be held at the Annual Meeting.

4.4 The District Executive is elected annually.

4.5 The Executive of District 4 will appoint a nomination committee to present a slate of officers. This will be appointed by the current District 4 Executive before the Annual Meeting.

4.6 Everyone is welcome to attend. A maximum of five delegates per Member Society within the District shall be allowed to vote at a meeting. The Society must be in good standing in order for the members to be allowed to vote. In order to be a Member in good standing of District 4, the Agricultural Society must have paid their District membership dues.

4.7 All voting will be conducted by a show of hands but any member of a Society can request a closed ballot.

4.8 All members of Boards (District or Provincial) must be a current member in good standing of an Agricultural Society in their District which is a current member of the Ontario Association Agricultural Societies. –i.e. you must be an OAAS member to be on an OAAS Board.

PROCEDURE 5 - FINANCES

5.1 The fiscal year of the District 4 Association shall be July 1 to June 30.

5.2 The books, accounts and records of the District 4 Association shall be reviewed annually by two persons who shall be appointed at the Annual Meeting of the previous year.

5.3 Signing authorities on the District bank account will be the Secretary-Treasurer and the three (3) District Directors. Two signatures are required on all checks.

5.4 All monies expended must have an invoice or a receipt showing where the money was spent and what was purchased.

5.5 The District Affiliation fees are receivable at the Annual Meeting. The amount will be set by the Executive and notification given with the announcement of the meeting.

5.6 Office expenses, such as postage, copies, phone bills, etc., are allowable expenses for the Secretary-Treasurer.

5.7 Expenses associated with guests to a meeting, speakers or judges are deemed acceptable with prior approval.

PROCEDURE 6 - District 4 Fair Visitation Travel Allowance

6.1 District 4 Directors will be reimbursed for travel by submitting a travel expense sheet at the rate set forth by the OAAS.

6.2 Each of the three (3) District Directors would be the contact responsible for one third (1/3) of the Member Societies within District 4. Only two District Executive Members will be paid for driving themselves to attend a Member Society event in District 4, up to two events per Member Society. Any additional travellers would not be compensated.

6.3 Remuneration would be paid only to the driver of the vehicle when Directors share a ride.

6.4 If a Director receives payment for attending an event from an outside party, such as an Agricultural Society, no compensation for travel will be made by the District to that Director. A common example would be when a Director is paid as a Judge.

6.5 A Director travelling outside of District is not entitled to compensation under District 4 Fair Visitation Travel Allowance.

6.6 Mileage money received from the OAAS in District 4 must be used for the purpose for which it was given. Funds not used are to be returned to the OAAS by February of the next calendar year after all Societies in District 4 have completed their Annual Meetings.

6.7 Funding for travel expense can be subsidized by the District if the budget allows and it has been approved by the District Membership at District 4 Annual Meeting.

6.8 Travel expense report forms will be supplied by District 4 and paid by the Secretary-Treasurer.

PROCEDURE 7 - PROVINCIAL DIRECTOR'S RESPONSIBILITIES

7.1 The roles and responsibilities of the Provincial Director shall include all duties as prescribed by the OAAS and are attached hereto as Appendix A.

7.2 Attends all Provincial board meetings

7.3 Serves on Provincial committees

7.4 Acts as a liaison between the Provincial Board, District Executive and Member Societies

7.5 Attends District Executive meetings and gives a full report at all District meetings

7.6 Becomes familiar with the Provincial OAAS Constitution and the Agriculture and Horticulture Organizations Act (AHOA)

PROCEDURE 8 - DISTRICT DIRECTORS RESPONSIBILITIES

8.1 The roles and responsibilities of the District Director shall include all duties as prescribed by the OAAS and are attached hereto as Appendix B.

8.2 Attend fairs that the District Director is contact responsible for in District 4 and other events by invitation

8.3 Keep an up to date listing of key persons in each Society (President, Secretary, Homecraft President or Chairperson) to be notified of District Meetings and to serve as a contact in the Society for other purposes.

8.4 Be familiar with the Agricultural and Horticultural Organizations Act 1990 and the OAAS Constitution and other printed material pertaining to the functioning of Agricultural Societies.

8.5 Be familiar with the Policies and Procedures of District 4.

8.6 Plan and co-chair at least one educational meeting in District 4. This will be done in co-operation with other Executive Members and representatives of the host Society.

8.7 Write annual report of the fairs and submit to OAAS.

8.8 Encourage every Society in District 4 to join the OAAS and to forward the membership fees to the Office Manager by January 1st.

8.9 Provide programs at the District 4 level to deal with identified needs of the Member Societies.

The District Directors shall

8.10 Encourage each Member Society in the District to adopt such plans and methods as will place the Member Society in a position of progressive agricultural leadership in the community.

8.11 Ensure Member Societies understand the function of the OAAS.

8.12 Ensure Member Societies have their own Constitution and By-laws and that both are understood and used. Ensure they do not contravene the Act.

8.13 Assist societies in wording resolutions submitted on their behalf and make aware of the ramifications.

8.14 Provide leadership and resources for the enhancement and promotion of home crafts, including Judging School as required.

8.15 Encourage Member Societies to submit pictures of different outstanding crafts for convention. Forms for District Competition will be sent to the fairs by the Secretary and given directly to the District Director when they visit the fair. Those who win at more than one fair can only enter one item in that class at the district competition. They will represent the fair of their choice. All other fairs where they placed first will be notified to submit their second or third place entry as required.

8.16 Provide an updated Judges list to each Member Society when updated

8.17 On behalf of the District, one item will be purchased for the Looney Auction.

PROCEDURE 9 - SECRETARY- TREASURER RESPONSIBILITIES

It is the responsibility of the Secretary-Treasurer to:

9.1 Attend all meetings.

9.2 Record minutes of all meetings and send to Executive.

9.3 Send a record of the minutes of each District Meeting to the Executive and all Member Societies as soon as possible after each meeting.

9.4 Send notices to District 4 Member Societies of Spring and Annual Meeting by the most efficient and economical means available.

9.5 Collect and send the names of winners and pertinent information from the District Competition to the Convention Administrator

9.6 Record and store all financial records for 10 years and pass them on to his/her successor.

9.7 Receive all dues paid to District 4 and keep such money in a bank account convenient to the Secretary-Treasurer.

9.8 Prepare the budget for the upcoming year and review with the Executive.

9.9 Pay all expenses incurred by the District. Notify the Executive if any item will result in exceeding the budget for that line item.

9.10 Prepare a financial statement at year end.

9.11 Arrange for the books to be reviewed by two people before the annual meeting.

9.12 The District's Annual Financial Statements and the Annual Report will be forwarded to the OAAS Office Manager following the District 4 Annual Meeting.

PROCEDURE 10 - MEMBERSHIP RESPONSIBILITIES

To ensure the efficient operation of the District's affairs ~~and~~ events, the responsibilities of Societies and Executive Members have been defined.

Member Societies:

10.1 Should encourage their members to attend District Meetings

10.2 Will forward the names, addresses, phone/fax numbers and email addresses of their Society's President, Secretary and Homecraft Director following their Annual General Meeting.

10.3 Should provide a token gift for the looney auction at the Annual Meeting.

PROCEDURE 11 - VACANCIES

11.1 Should a vacancy occur during a term of office, the District Executive shall appoint someone to temporarily hold such office until the next Annual Meeting, at which time an election shall be held for that position.

PROCEDURE 12 - REVISIONS

12.1 These policy guidelines shall be reviewed by the District Executive following every Annual Meeting to ensure that the terms are current and relevant to the operation of the District.

12.2 Any Member Society may propose a change to the Guidelines at the Annual District Meeting.

District 4 Electronic Meeting Policy

Principle

The need and advantages to holding electronic meetings from time to time is both acknowledged and necessary.

Policy

This policy provides for the use of electronic means for the holding of meetings of the Members, Board and Committees of a board, including a committee of the whole board.

Electronic meetings may be used to hold Member, Board or Committee meetings. Notice of District 4 meetings shall be sent to each Society's Secretary, and at least one other person in that Member Society, clearly stating the main business, no less than thirty (30) days prior to the date of the meeting. Email or other electronic means is preferred because of the reduced cost. The sender should request a reply to confirm receipt of the notice.

All participants must have access to the necessary equipment for participation. A right of membership is participation; therefore, the technology used must be accessible to all members to be included in the meeting. The chair and or host should make an effort to ensure those on the phone are included.

All rules pertaining to in-person Member, Board or Committee meetings apply equally to electronic meetings, for example, notice, pre-meeting package requirements, quorum, minute taking, voting, confidentiality requirements, etc.

All meeting participants must ensure they maintain complete privacy in their off-site meeting space. This will ensure all discussions are kept confidential and are only heard by those invited to and attending the meeting.

All provisions and policy related to in camera meetings and conflict of interest will apply equally for electronic meetings of the Members, Board or Committees. If in-camera meetings are required break out rooms will be used to do so.

At no time will meeting participants record any portion of the meeting. The meeting will be recorded by the host and the chair will make known that the meeting is being recorded for the purposes of minutes. Any such recording must be destroyed once the official minutes of the meeting have been approved.

In no circumstance are discussions in the "chat" function of virtual meeting software to be copied and saved by meeting participants or included as part of the official meeting minutes. The host and co-host would be responsible for checking people in.

Subject to any conditions or limitations provided for under the Act, Regulations, Bylaws or this Policy (which some jurisdictions waive during the course of a declared emergency), a member, board or committee member who participates in a meeting through electronic means shall be deemed to be present at the meeting and will be recorded as in attendance at and part of the quorum of the meeting.

Electronic Meeting Procedure

- The Chair of the Board or Committee will be the chair of the meeting. The chair should not be a host. The host and co-host would be responsible for checking people in.
- The chair will announce that this meeting is being recorded for the purposes of minutes.
- Any technology employed will enable every participant to hear and be heard by all other participants in the meeting.
- The Chair will ensure that declarations of conflict of interest are heard by all present and that those participating have an opportunity to verbally declare any conflict.
- The meeting will be administered in such a way that the rules governing conflict of interest of are complied with.
- The electronic means will enable appropriate processes to ensure the security and confidentiality of proceedings, both regular and in-camera meetings. In-camera sessions may be done through break out rooms. This may mean using separate connections and log-ins for scheduled in camera/executive sessions. Pre-registration is an option and there may be a waiting room.
- Attendance shall be taken and duly recorded to ensure participants are recognized as in attendance.
- Participants will identify themselves before speaking in order to assist the recording secretary in recording the minutes.
- Those participating in an electronic meeting shall notify the host of their departure (either temporary or permanent) from the meeting, before absenting themselves, in order to ensure a quorum is maintained.
- All meeting participants must have a copy of the meeting package including the agenda prior to the meeting for reference during the electronic meeting.
- Wherever possible, Motions coming forward at the electronic meeting should be prepared ahead of the meeting with one of the eligible members indicating their willingness to let their name stand as mover, and another as seconder. Prior to the vote, the Chair will read each motion and indicate the member who is moving and seconding the motion.
- Voting at electronic meetings shall be carried out as follows to ensure that accurate records of votes are maintained:
 - When a vote is called, opposition to the motion is called first.
 - If no one is opposed, the motion is considered carried.
 - If there is opposition, a roll call vote is held, and the chair will announce the number of votes cast in favour or against the motion and whether the motion is carried. The polling feature of the program will be used to cast votes.

- The Chair will make the decision as to whether the motion was carried or defeated.
- When the technology does not allow for those votes requiring a secret ballot, a confidential email should be in place between meeting participants and the scrutineer to facilitate secret votes.
- There will be no vote by proxy allowed.

Electronic Meeting Procedure

- To avoid as much disruption as possible and to support seamless dialogue and debate. The host will hold all on mute unless you raise your hand to speak.
- Any open chat windows should not be used for side discussions, lobbying other members and participants or to voice support or opposition for motions on the floor raise your hand and be recognized by the chair and speak. Use to submit questions that will be answered in an orderly fashion.

With Thanks to Governance Solutions www.governancesolutions.ca

I, _____, will work to carry out the OAAS Mission Statement: The OAAS is a resource for its members, providing leadership through communication and education, and encouraging the promotion of a rural way of life in Ontario. I further agree that I will adhere to the Code of Conduct as set out in the OAAS Policy Manual and recorded below.

The OAAS District 4 Executive Member's Code of Conduct

This Code of Conduct applies to all Directors, including ex-officio Directors, staff, and non-Board Members of Board Committees.

The OAAS District 4 executive is committed to teamwork and effective decision-making. Towards this end executive Members will:

1. Endeavour to represent the broader interests of Agricultural Society members and/or stakeholders.
2. Adhere to the Agricultural and Horticultural Organizations Act, the OAAS Constitution and Bylaws, OAAS Policies and the OAAS District 4 Policies and Procedures Manual
3. Seek to balance their contribution as both an advisor and learner.
4. be honest with others and true to themselves.
5. Refrain from trying to influence other Executive Members outside of Board Meetings that might have the effect of creating factions and limiting free and open Discussion.
6. Maintain the highest standards of integrity.
7. be willing to be a dissenting voice, endeavour to build on other Director's ideas, offer alternative points of view as options to be considered, and invite others to do so too.

8. On important issues, be balanced in one's effort to understand other Executive Members and to make oneself understood.
9. Once an Executive decision is made, support the decision even if one's own view is a minority one.
10. Not disclose or discuss differences of opinion on the Board with those who are not on the Board.
11. The Executive should communicate externally with "one voice".
12. Respect the confidentiality of information on sensitive issues, especially in personnel matters and at all times what occurs "in camera" meetings.
13. Be an advocate for the organization and its mission wherever and whenever the opportunity arises in their own personal and professional networks.
14. Follow approved meeting agenda.
15. Limit discussions at OAAS District 4 Executive and committee meetings to matters of concern.
16. Use established and approved communication channels when questions or concerns arise and not resort to utilizing public forums, media and/or social media for a personal platform of complaint.
17. Disclose one's involvement with other organizations, businesses or individuals where such a relationship might be viewed as a conflict of interest at a meeting (See Conflict of Interest Policy).
18. Refrain from giving direction, as an individual Executive Member, to any member of staff.
19. Refrain from investigating or discussing staff's performance with staff members or stakeholders without Executive authorization.

If any of the above standards are not conformed to the penalty of:

First offence, the guilty party shall be immediately asked to leave the meeting and/or event and be notified by letter that they have received a first offence warning.

Second Offence, the offending party will be notified by registered mail that they are no longer a member of the OAAS District 4 Executive. The Provincial Executive will be notified of the OAAS District 4 Executive actions and a replacement name will be given.

I hereby acknowledge that I have read and understood the above

information and agree to the terms.

Signature _____ Date _____

POLICY UPDATE November 28, 2020