

**The Green Party of Canada**

Federal CouncilHandbook

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1. **Revision Control Log……………………………………………………………….28**

**1 DOCUMENT INFORMATION**

 **1.1 Title: Federal Council Handbook**

 **1.2 Status: Working (Revised)
 1.3 Revision: 2.07**

 **1.4 Date: April 18, 2013**

**1.5** **Introduction**

This Handbook provides the Mandate of the Federal Council, the elected Board of Management, its roles and responsibilities, activities and organization within the Green Party of Canada (GPC). It is recommended that members also read the GPC Constitution and Bylaws. Any discrepancies between this document and the Constitution and Bylaws are to be resolved in favour of the GPC Constitution and Bylaws. This document, once published, supercedes previous motions, rules and procedures governing this Group.

**1.6 DOCUMENT ACRONYMS, INITIALISMS, ABBREVIATIONS, AND DEFINITIONS**

This Table provides a list of commonly used Acronyms, Abbreviations, Initialisms, and Definitions of the Green Party of Canada.

|  |  |  |
| --- | --- | --- |
| **Acronym, Abbreviation, or Initialism** | **Formal Title** | **Definition** |
| APBC | Annual Plan and Budget Committee | Develops and monitors the Party’s Annual Plan and Budget; creates the multiyear plan and budget. |
| BGM | Biennial General Meeting (now referred to as the Convention) | A required meeting for all Party members every two years as per the Constitution. |
| C&BL | Constitution and Bylaws | The documents that establish the organization and operation of the GPC. |
| CA | Chief Agent | The legal entity for the GPC pursuant to the *Canada Elections Act*. |
| CBLC | Constitution and Bylaws Committee | Reviews the Constitution and Bylaws document to ensure it is relevant and up to date. |
| CC | Campaign Committee | Creates all major campaign documents, including those for by-elections and general elections. |
| CEA | Canada Elections Act | The Act of Parliament that governs the conducting of elections. |
| CiviCRM/CRM | CiviCRM/CRM | CiviCRM is a web-based contact relationship management (CRM) system. It allows the GPC to record and manage information about the various people and other organizations it deals with. |
| CNSC | Councillor Nomination and Search Committee | Seeks candidates for FC membership. |
| COC | Code of Conduct; Convention Oversight Committee  | A code that articulates reasonable and acceptable behaviour for Party functionaries and for members; Group that manages the GPC Convention and Motions brought forward for voting. |
| CP | Central Party - GPC | The hub of the Party that includes Federal Council but does not included any Electoral District Associations, Provincial, Territorial, Regional, or other Units where those Units have their own agent for financial operations. |
| PDP  | Continuous Policy Development Process | Response to the Directive for a continuous policy formation process, which enables members/groups to propose, refine, approve GPC policy directions. |
| FRC  | Fund Raising Committee  | Team mandated to raise funds in addition to funds raised by the ED. |
| ED | Party Executive Director | The chief executive officer of the GPC. |
| EDA | Electoral District Association | An association in which all Party Members residing within an electoral district. |
| EP | Election Platform | The key policies and positions the Party presents to the public for a given election. |
| Exec | Executive Council | Appointed Council members which acts for FC between meetings of FC. |
| FC | Federal Council or Council | The council referred to in Article 9 and are elected or appointed in accordance with the Bylaws. |
| FPVA | Federation of Greens of the Americas | An organization of the Green parties within the Americas. |
| FRSA | Fundraising Revenue Sharing Agreement | An Agreement between the CP and EDAs for sharing revenues.  |
| Fund | GPC Fund | The legal entity that is accountable for all finances of the CP. |
| GLI | Guaranteed Liveable Income | Comprehensive System of Liveable Income. Also known as a Basic Income. |
| GG | Global Greens | A world-wide community of Green organizations.  |
| GM | General Meeting | A meeting of all the Party members. |
| GOTV | Get Out The Vote | A strategy to make sure all *known* Green members/supporters/sympathizers vote. |
| GPC | The Green Party of Canada | A registered political organization according to the CEA. |
| GRIMES | Green Riding Information Management Electoral System | A program for telephone canvassing. |
| ILC | International Liaison Committee  | The team that liaises with other Greens in the Americas and Global Green community to promote Canada’s perspective and act as the key communications channel  |
|  -- | Motion  | A proposal to add, modify, or delete a Constitutional clause, Directive or Policy. Note: Other proposals may be brought forward at a BGM/GM, such as a procedural Motion, that do not lead to a Resolution.  |
| MC | Management Committee | replaced by Exec. |
| MP | Elected Member of Parliament | A member (of the GPC) who has been elected to a parliament in accordance with the CEA. |
| NOTA | None Of The Above | A required choice on a Green ballot. |
| OAC | Ombuds and Appeals Committee | A arms-length committee that facilitates the settlement of disputes and conflicts within the Party. |
| P/TA | Provincial/Territorial Association  | An association of a group within the Party that, once approved, can raise and spend funds to further GPC goals at the local level. |
| P/TR | Provincial/Territorial Representative | A person elected at the BGM or appointed to represent a particular P/TO. |
| Party | The Green Party of Canada | A registered political organization according to the CEA. |
| -- | Platform  |  |
| PCD | Political Campaign Director  | Appointed to direct the Campaign Plan once the writ is dropped.  |
| PDP | Policy Development Process  | The continuous policy formation process created in response to Resolution G10-D08. |
| PMC | Policy Management Committee | Creates/Manages the Continuous Policy Development Process (PDP). |
| PPC | Process and Procedures Committee | A committee with oversight of the processes and procedures of the various working groups of the GPC. |
| RA | Regional Association | An association of the Party in which all of the Party Members residing within a group of contiguous electoral districts have membership and voting rights. |
|  -- | Resolution  | The final step in which a Motion is sent for vote as a “Resolution” which may be accepted or rejected by the membership at a BGM/GM or via the PDP; all Resolutions are recorded for future reference.   |
| RSA | Revenue Sharing Agreement | An agreement between the Central Party and the EDA’s to share the income received by the CP in any fundraising campaign |
| SC |  | An alternative cabinet to the government who shadow and provide critical opposition on policy matters to the government's position. |
| SGI EDA | Saanich-Gulf Islands EDA | Electoral District where Elizabeth May is the first Green MP  |
| VG | Vision Green  | A marketing document combining policies and positions used to supplement and support the Party Platform  |
| TWI | Target to Win | Special focus to ensure electoral victory |
| WC | Women’s Council of GPC | An association of women who are members of the Party. |
| YGC or YC | Young Greens of Canada | An association of members of the Party ages 14 to 30. |

**2 MANDATE**

**2.1****Authority**

The authority of the Federal Council stems from the Green Party of Canada Constitution, Article 6, Accountability (August 2009).

Federal Council is the elected body of the membership, directed to govern the GPC between general meetings.

**2.2 PURPOSE**

 The purpose of the Federal Council (hereinafter referred to as “Council”) is to act on behalf of the membership to ensure that the GPC follows Green values and promotes Green policies in order to provide Canadians with a Green alternative to traditional political parties.

**3 ACTIVITIES**

**3.1 Overview**

3.1.1 Accountability

All groups and individuals of the Party are accountable to Federal Council when the membership is not in a General Meeting; however, decisions of the Members in General Meeting have precedence over decisions of Federal Council, and any Federal Council decision that is inconsistent with a decision of the Members in General Meeting is null and void to the extent of the inconsistency.

3.1.2 Fiduciary Responsibility

As the elected representatives, i.e., the governing board of the Green Party of

Canada, all Councillors have a fiduciary responsibility as outlined in

Appendix B: Fiduciary Responsibility of Councillors.

3.2 **In fulfilling its mandate, Council will carry out the following activities:**

3.2.1 Setting the strategic direction of the Party, in consultation with its committees.

3.2.2 Ensuring that Party operations are conducted in an effective and responsible

manner.

3.2.3 Acting as a conduit of information back and forth between the "head office"

and the membership. Councillors are expected to bring the concerns of the

membership to Council and staff, and to explain the decisions of Council and staff to the membership. (See 8. Appendices.)

**3.3 Council or its delegated authority will:**

3.3.1 Ensure filings (e.g. audits) and appointments of the Party required by the

Canada Elections Act or other statute or regulation, including the endorsement of a candidate as per Article 6 of the Constitution, except during an election, or when it is under the direction of the membership in General Meeting;

3.3.2 Govern with due diligence and integrity to demonstrate internally and to Canadians that the Green Party of Canada is fully capable of participating in the governing of Canada following the Green values set out in the Constitution as part of the Global Green community;

3.3.3 Be accountable for making decisions on behalf of the membership that are in

 the best interests of the long term growth and viability of the Party; these decisions are to be taken with as much consultation as time allows within an efficient decision-making process;

3.3.4 Work effectively as a team (see Appendix B - Fiduciary Responsibilities); Councillors should communicate in a manner that promotes openness and transparency with each other, as well as with the Leader, staff, units and committees of the Party, and the membership, in carrying out their duties;

3.3.5 Demonstrate best efforts to make decisions by consensus, but in all situations undertake to make decisions democratically and transparently, based on the standard Rules and Procedures of the GPC;

3.3.6 Ensure that all activities are carried out in accordance with the Constitution and Bylaws, and, in exceptional cases where there is a potential or perceived conflict, bring this to the attention of the membership at the next BGM for resolution;

3.3.7 Ensure that all Groups of the GPC, including Federal Council, have an approved Handbook and operate under its mandate and procedures;

3.3.8 Review and update the Party Governance Documents, as may be necessary, to ensure that activities of all Groups are carried out efficiently with clear lines of authority, accountability, responsibility and transparency;

3.3.9 Prepare documentation that facilitates interactions between Council, Council Groups, functionaries and the membership;

3.3.10 Conduct all activities in a professional manner to build the professionalism, communications and relationships of the Party with staff and the membership;

3.3.11 Ensure, through its Groups and Central Party staff, that all Handbooks and Group products are made available and kept up-to-date on the GPC website;

3.3.12 Prepare the Council component of the Annual Plan and Budget, and submit to the Annual Plan and Budget Committee; and

3.3.13 Follow the GPC best practices, which are to be used by all GPC groups, as found under 4.12 Standards.

 3.3.14  Councillors are free to participate in local Party affairs (e.g. by forming or

 participating in their local EDA activities). They may also join staff-driven

 initiatives. In any case, Councillors must recognize that they always maintain

 the responsibility to uphold the interests of Council and the Party. This does

 not give Councillors any additional authority in local party affairs. In fact, it is

 important that Councillors ensure that they are not overstepping their authority

 or influence with local Party affairs.

 **4** **Organization**

**4.1** **Membership**

4.1.1 Elected Councillors should be members who are qualified and/or experienced and preferably have a wide range of expertise including experience on Boards of public and/or private organizations, and should reflect the geographic and cultural diversity of Canada.

4.1.2 The process for selecting Councillors is detailed in Section 2.1 of the Bylaws, “Selection of Members to Federal Council”.

4.1.3 There are to be 18 voting members.

4.1.4 Each Councillor is elected for two years. Half of the positions are elected in odd numbered years, while the other half are elected in even years.

4.1.5 Council has the authority to fill, by appointment, any vacancy, however caused, until the next General Meeting or the term for that position ends, whichever occurs first.

4.1.6 Any member may withdraw from Federal Council by delivering to the President a written resignation.

4.1.8 No sub-group of Council shall have less than five members unless agreed to by Council.

**4.2** **Removal**

4.2.1 Membership on Council shall terminate upon an individual ceasing to be a member of the Green Party of Canada or for any other reason, based on the Federal Council Code of Conduct, and as per the Bylaws of the Constitution. Any additions or removal will be reported to the membership via the Council minutes.

4.2.2 Any Federal Councillor except the Leader may be removed from office for cause, by a 3/4 vote of Federal Council at a meeting called for that purpose (as per Bylaw 2.1.5.1).

4.2.3 The Leader, who also is a voting member of Council, may be removed from office by a motion at a General Meeting following a non-confidence vote, supported by 3/4 of Federal Council, at a meeting called for that purpose.

4.2.4 Any Federal Councillor who fails to attend three consecutive Federal Council meetings without apparent cause shall be removed from Federal Council unless the member provides satisfactory written documentation explaining the absences and is reinstated by a majority vote of Federal Council; if the member is removed under these circumstances, the member shall be ineligible to run for a Federal Council position in the next election for Federal Council.

4.2.5 Overloading any individual member of Council (elected or ex-officio) may cause significant delays in the delivery, and/or the quality of Group outputs; to ensure that work is fairly distributed and quality products are delivered as scheduled, Councillors should be actively involved in no more than three Groups (and chair no more than one).

**4.3 Structure**

4.3.1 Roles and Responsibilities

|  |  |
| --- | --- |
|  **Role** | **Responsibility** |
| Leader | Liaises with other national, regional, continental and local Global Green leaders and elected Members of national Parliaments to promote Green values and principles around the world. |
| President | Facilitates Executive and Council meetings; liaises with the ED on behalf of Council. |
| Councillor | Elected member representing the GPC membership as part of the Board of Management. |
| ED | The CEO of the Party who manages Central Party staff. |
| Secretary | Records minutes of meetings and collaborates with the Administrator to ensure these are posted on the web page. |
| Analyst | Individual who proposes the GPC strategy of the Party based on the current environment and goals of the GPC; assists the Chair in drafting the component of the GPC Annual Budget and Plan. |
| Administrator | Manages the Group web pages. |

4.3.2 The Federal Council is the governing body, i.e., the ‘Board of Management’, of the Green Party of Canada, and is the elected representation between Conventions.

4.3.3 The Federal Council is composed of the following voting members:

1. The Leader;
2. A President, Vice President French, Vice President English, Fund Representative
3. One representative from each Province of Canada;
4. One representative for the Territories of Canada;
5. Two Youth Representatives selected by Young Greens; plus
6. The Executive Director (non-voting).

4.3.4 All Councillors are elected, except for the Executive Director, who is hired and directly accountable to the Federal Council.

4.3.5 The Council may include, on an ad hoc basis, additional members to advise Council on the specific subject areas as outlined in their Handbooks. These members are non-voting and represent key groups and may include Deputy Leaders and members who are invited as Chairs of Council Groups (where these Chairs are not Councillors).

4.3.6 All members of Federal Council are automatically members of the Fund. At least one director of the Fund is to be an elected member of Federal Council and will represent the Fund on Council.

**4.4 Council Meetings**

4.4.1 The President is Responsible for drafting the agenda for Council meetings and distributing this as a reminder to Councillors that any reports or motions not already submitted to Council are due; by circulating reports/documents/motions early, but no later than one week prior to the meeting, Councillors can review and discuss them in advance. This allows meetings to be more decision focused.

4.4.2 The President will circulate the final draft agenda and reports to Council approximately one week prior to the meeting; Motions sent after this time or made at the meeting itself will only be discussed (and voted on) if this is the will of Council. Normally they will be sent back to the originator for on-line discussion and decision.

 The agenda is usually very full and Councillors should try to do as much work as possible prior to the meetings. Publishing motions on the Council list well in advance of a meeting will encourage discussion and, if necessary, provide the opportunity to make amendments. There is very little time available during meetings to fine-tune motions.

4.4.3 The Constitution states that Council must meet at least four times per year; however, Council generally meets by teleconference once per month or more often.

4.4.4 Unless otherwise agreed, Council meetings are planned for the second Sunday of the month starting at 7 p.m. Eastern time, with the intent to be two hours or less.

4.4.5 Council attempts to meet in person for two days over a weekend at least once per year. The in-person meetings have been held in Ottawa so it is easier for head office staff to attend and to help with meeting preparations.

4.4.6 An informal Council meeting is also held at the end of a Convention.

4.4.7 Any member of Council may request a meeting. The response to an individual request will be at the discretion of the President.

4.4.8 All Councillors are expected to be active members of Council. Failure to participate in the majority of Council discussions and voting, without cause, is not acceptable. (Please refer to Bylaw 2.1.6 <http://www.greenparty.ca/party/documents/constitution>)

4.4.9 The President of the Executive Council takes the role as the Chair of Federal Council and will, unless decided by Council for a specific meeting, facilitate meetings of Federal Council and Executive Council.

4.4.10 The President will maintain liaison with other GPC Groups; the responsibilities of the President are outlined in the job description as per Motion FC09-028 (see 7. References).

4.4.11 The Council Secretary shall:

4.4.11.1 Be appointed by the Executive Director in consultation with the President;

4.4.11.2 Act as Administrator by assisting Council in managing its documentation Acts as recorder at meetings to ensure that minutes are taken, voted on and published in the Members pages of the GPC website within one week after they have been approved;

4.4.11.3 Oversee the publishing of pertinent Council Motions to the Council Motions database; and

4.4.11.4 Assist the President in carrying out related activities as agreed in consultation with the Executive Director.

**4.5 Central Party Responsibilities**

4.5.1 Executive Council

 As per Section 2.1.1 of the Bylaws, the Federal Council has established an Executive Council (hereinafter referred to as the Executive) with the authority to take limited action between meetings of Council.

 The focus of the Executive is to advise the President and Executive Director in day-to-day activities.

 Actions/decisions taken by the Executive Council are to be return to Federal Council for their consideration.

4.5.2 Ad hoc Groups

 Council may, from time to time, create an ad hoc group to advise on a specific issue. Once the task is completed, this ad hoc group will be dissolved.

4.5.3 Council Delegated Authority

4.5.3.1 An integral part of Council are the Groups, most often Committees, delegated by Council to carry out specific functions of the Central Party in collaboration with the Central Party staff,

4.5.3.2 Groups will be created and authorized via a Council Motion,

4.5.3.3 Once established, the Group will immediately create a Handbook, clarifying its mandate, activities and the membership and its structure,

4.5.3.4 The Handbook will be forwarded to Council via a Motion from the Chair of the Group and/or the Process and Procedures Committee for review and approval,

4.5.3.5 Groups are not to take any significant actions without, at a minimum, a Working version of a Handbook,

4.5.3.6 If Councillors are not presently serving on committees during their term of office, then the President has the discretion to assign them to a committee(s),

**4.5.4 GPC Staff**

 **GPC Staff report directly to the Executive director (ED) and are accountable to Council through the ED. GPC staff will:**

4.5.4.1 Assist Council to ensure that the Council web page is current and accessible,

4.5.4.2Delegate authority, where practical, to give the access rights in order for the Council Administrator to maintain the web page,

 4.5.4.3 Assist the Group, as necessary, in ensuring the latest version of the Handbook is uploaded expeditiously to the Handbook area under Party documents with a link to the Group web page.

**4.6 Reporting**

4.6.1 The President of Council shall make an official report to members at a Convention.

4.6.2 Occasional communiqués may be distributed by the President in consultation with the Council.

4.6.3 In general, members are kept informed of Council activities and decisions via the Council Minutes as well as the monthly News published by the Executive Director,

4.6.4 Party Members are also welcome to observe Council meetings,

 4.6.5 The Executive shall provide Council with Minutes of its weekly meetings as an attachment to the Council agenda.

 4.6.6 All Central Party groups are required to report to Federal Council on a regular basis as detailed in their Handbook with the schedule decided in consultation with Council in collaboration with the Annual Plan and Budget Committee; the reporting will emphasize deviations from agreed schedules for deliverables, budget etc. Any urgent issues will be brought to Council immediately by the Group chair through the President of Council.

 **4.7 Handbooks**

4.7.1 The Council Handbook is developed in collaboration with the Process and Procedures Committee (PPC).

4.7.2 The President (or other designated person) of Council and the Chair of the PPC, will indicate their approval of the draft document; the status of the Handbook will then be changed from Draft to Working designation,) It is expected that the Handbook will now be adhered to pending final approval by Council and translation.

 4.7.3 Council, in collaboration with the PPC, will ensure the Handbook is kept up to

 date.

4.7.4 Other Handbooks

 All GPC committees will each have, at a minimum, a clear mandate and reporting procedure which is to be detailed in a committee Handbook. All Handbooks will be published for use by Committees and for reference by the membership.

 **4.8 Standards**

 4.8.1 Council shall follow the standard rules and procedures as stated in the following links:

[Standard Team Procedures Annex to Handbooks (PDF 500KB)](http://www.greenparty.ca/sites/greenparty.ca/files/standard_team_procedures_v2.02.pdf)

[Document Handling and Security](http://www.greenparty.ca/node/15574)

[Management of Meetings](http://www.greenparty.ca/party/documents/management-of-meetings)

4.8.2 New/modified best practices suggested by a Council member, Groups, staff or member are to be brought to the Process and Procedures Committee for review and recommendation to Council and, will be added to the current list of published standards, if approved.

 **4.9 Other Central Party Groups**

Council carries out many of its responsibilities by delegating specific activities to specific Groups:

 1. Executive Council

 2. Annual Plan and Budget Committee

 3. Campaign Committee

 4. Constitution and Bylaws Committee

 5. Convention Oversight Committee

 6. Ethics Committee

 7. Federal Councillor Nomination Search Committee

 8. Fundraising Committee

 9. Internal Nomination and Elections Fairness Committee

 10. International Liaison Committee

 11. Membership Committee DOES THIS EXIST?

 12. Motions Receiving Committee

 13. Policy Management Committee

 14. Process and Procedures Committee

 15. Provincial Organizing Committee

 16. Ballot Committee

17. IT Working group

 In addition, there are several other key sub-units of the Party:

1. GPC Fund (Fund Board of Directors)

The GPC Fund is an incorporated body that was created to provide legal protection for our Chief Agent. Councillors are automatically members of the Fund and Council has complete control over it.

1. Ombuds and Appeals Committee

Attempts are made to resolve conflicts quickly and amicably with the assistance of the Ethics Committee. However, where conflicts cannot be resolved at the Council level, any member can appeal to the Ombuds and Appeals Committee (OAC), whose members are appointed at a General Meeting of the Party, and operates at arms-length from Council. While OAC decisions are not binding on Council or other units of the Party, an effort will be made to fix any problems the OAC identifies by endorsing its recommendations if possible.

1. Shadow Cabinet

The Shadow Cabinet is selected by and reports to the Leader and acts as an alternative cabinet to the government to shadow and provide constructive opposition on policy matters to the government’s position.

 **5 AMENDMENTS**

5.1 The Council Handbook will be amended as appropriate in collaboration with the PPC.

5.2 The Handbook is to be updated immediately when new and/or relevant

information becomes available. In addition, this document is subject to review on a regular basis but no less than every two years.

5.3 Amendments will be submitted to Council for ratification and the Revision Log changed accordingly when approved.

5.4 Once approved by Council, the revised Handbook will be uploaded to the GPC Handbook section with a link to the Council web page.

 **6 REFERENCES**

* **GPC website**. Councillors are to familiarize themselves with the public GPC website.

 English: <http://www.greenparty.ca/>

 French: <http://www.partivert.ca/>

* **Federal Council web page.** Councillors are to familiarize themselves with the this website.All key Council information and links are provided here. <http://greenparty.ca/group/council/pages>
* **Federal Council Code of Conduct**. All Councillors are to abide by this Code.

 <http://greenparty.ca/node/1237>

* **GPC Members' Area**: If not already done, new Councillors should contact staff to set up an account to log in to this area.

 <http://web.greenparty.ca/>

* **GPC** **Constitution**: Councillors are to be familiar with the GPC constitution and Bylaws.

 <http://greenparty.ca/party/documents/constitution>

* **GPC E-mail lists**: The Party currently has a number of email lists:

 <http://lists.greenparty.ca/>

* **GPC History**: A history of the Party can be found on Wikipedia at:

 <http://en.wikipedia.org/wiki/Green_party_of_canada>

* **Elections Canada**: The EC web page contains the Canada Elections Act, information about past elections, etc.

 <http://www.elections.ca/>

* **Contact Information** for staff is found at:

<http://greenparty.ca/group/member/staff>

 **7 APPENDICES**

 **NOTE: WHAT IF ANY OF THESE NEED TO BE HERE? AN OPTION IS TO INCLUDE THEM AS LINKS UNDER References. WE ALSO NEED TO CHECK IF THE LIST IS COMPLETE AND UP TO DATE.**

**Appendix A: General Requirements of Councillors**

Prospective Councillors should determine whether they have the time and expertise to meet the following requirements.

Federal Council is the body that governs the Party between BGMs and National Conventions of the membership. As the Party also has a Leader and Shadow Cabinet to put the Party's message before the public, Council's role is focused primarily on the Party's governance, strategic & budgetary planning and development. Party policy is set by the Membership, and the Shadow Cabinet is responsible for formulating the Party Platform and Vision Green document for any given election. Federal Council does not create Party policy or the Platform.

Councillors should:

1. Be willing to dedicate at least 10 to 20 hours per month of personal time and effort to Council work including attending meetings by teleconference, time between meetings preparing materials and reading reports, time spent serving on Council sub- committees, and attending potentially one or two weekend Council in-person meetings per year;

2. Have the ability to effectively communicate and work within a team environment;

3. Have the ability to perform at a governance level and display the leadership skills required of a Federal Council of this nature;

4. Have a strong belief in the purpose and six key values of the Party, and a commitment to apply them to the management of the Party;

5. Be willing to develop a familiarity with Party policy, Vision Green, the Platform, and governance documents, such as the Party's Constitution, Bylaws, Handbooks and other Green Rules of Procedure, applicable Codes of Conduct, GPC Terms of Use, GPC Fund Bylaws -- and a commitment to further the understanding of these documents;

6. Have access to the Internet, familiarity with computer word processing, spreadsheet and presentation programs, the ability to view such documents, and the ability to read and understand financial statements;

7. Have a very high standard of personal ethics;

8. Always act in good faith and in a manner which is in the best interest of the Party and membership as a whole;

9. Contribute to discussions as part of decision-making, and respect Federal Council decisions on all issues;

10. Respect the confidentiality of in-camera discussions and privileged information;

11. Provide leadership to ensure that Party employees are viewed as an integral part of the Party and are treated fairly and equitably;

12. Promote unity and project a positive image of the Party; and

13. Seek input from the membership and report openly on all aspects of the Party's activities (respecting confidentiality).

Collectively, Federal Council should have (or have ready access to):

1. Governance experience. This includes a previous role on a non-governmental organization (NGO), corporation, or political party's board of directors;

2. Experience in practicing law or an understanding of legal requirements and implications relevant to political parties, governing boards, and corporations;

3. Experience in financial management, planning and budgeting; experience in a treasurer role;

4. Experience in Human Resource Management;

5. Work or experience with nongovernmental organizations (NGOs);

6. Experience in fundraising and/or demonstrated fundraising skills;

7. An ability to promote consensus and team building, as well as conduct conflict resolution;

8. A wide range of political knowledge and experience;

9. Life experience reflective of Canada's diversity in both its people and landscape; and

10. A working knowledge in both official languages.

**Appendix B: Fiduciary Responsibility of Councillors**

*What is the fiduciary responsibility of Councillors?*

The fiduciary responsibility of Councillors, elected to the governing body of the Green Party of Canada, is to act at all times in the best interest of the Party.

Within the Council and its committees, diverse opinions and discussion of disagreements about the best way to advance the interests of the Party is encouraged. Any discussion of matters that are not confidential may be brought to members, so long as it is done in a way that does not bring the Party into disrepute.

Fiduciary responsibility, a duty created under common law, means that we must uphold the interests of the group (the Party and its members) above our own interests. In other words, it transcends our individual rights to speak freely. On the other hand, fiduciary responsibility is limited by wrongdoing. A Councillor should never obey or remain silent regarding illegal or unlawful actions, or having witnessed wrongdoing or potential for harm.

Councillors’ role is to govern the Party and therefore they have a higher responsibility than general members. Councillors also have a responsibility to be informed about issues, to seek avenues within Council to raise concerns, to share in debate regarding the course that Council should take, and they have an obligation to uphold the decisions of Council, even when those decisions are counter to individual positions.

*What is stepping over the line?*

Any communication or action outside of Council (e.g. email, media interviews or posting to blogs, list-serves, social media, etc.) that:

• openly criticizes decisions of Council, or the Party;

• challenges the authority of Council;

• denigrates Council, staff, Leader, etc.;

• releases information that is confidential in nature; or

• violates our Federal Council Code of Conduct publicly

is an instance of a Councillor stepping over the line.

*What will be the repercussions for stepping over the line?*

The President or Executive Council will assess the degree of risk and/or damage done to the Party. Depending on the severity of the circumstances, the President or Executive Council may:

• Request the Councillor to clarify his/her action(s)

• Issue verbal warning

• Request for a correction (e.g. retraction)

• Request for a written apology

• Recommend to Council for a written reprimand

• Recommend to Council for temporary suspension of privileges (e.g. use of a list-serve or website, meeting attendance, speaking rights)

• Recommend to Council for permanent suspension of privileges or expulsion from Federal Council (under bylaws 1.3.2, 2.1.5.1 and 2.1.5.3)

Depending on the severity of the circumstances, the President or Executive Council may appoint a mutually agreed tribunal to make recommendations. If the recommendation is expulsion, then the Councillor in question may also request a tribunal to report back within the 30 days entitled under bylaw 2.1.5.3.

A record will be kept (by the Executive Council), and repeated violations will be a factor in the decision about measures to be taken.

*Provision for Appeal*

A Councillor may appeal any decision of Council to the Ombuds and Appeals Committee.

**Appendix C: Code of Conduct**

FEDERAL COUNCILLOR DECLARATION

I declare that I will faithfully conduct my duties and responsibilities to the highest ethical and legal standards and will to the best of my ability, maintain and strengthen the trust and confidence of the public in the integrity of the Green Party of Canada.

I declare that I will to the best of my ability, exercise the authorities of my office in a manner that upholds the values, constitution, bylaws, policies, and conflict of interest guidelines of the GPC.

I declare that I have read, understood and will abide by the ethical and legal obligations of the Federal Council and Executive Code of Conduct.

FEDERAL COUNCIL AND EXECUTIVE CODE OF CONDUCT

The purpose of Federal Council is to make ethical and socially responsible decisions regarding the achievement of the Federal Council mandate. To achieve this, in addition to the six core Green Values, Federal Council members will be held accountable to the following ethical, procedural and behavioural expectations, in the areas of: honesty, respect, professionalism and responsibility. In signing the Federal Councillor Declaration, Federal Council members declare that they will commit to these values and expectations.

1. HONESTY

a) I will conduct myself in a manner which will maintain and strengthen the trust and confidence of the public in the integrity of the Green Party of Canada;

b) Conduct myself with integrity in formal and informal interactions with other councillors; and

c) Not intentionally misrepresent the stated purposes, values, or policies of the GPC.

1. RESPECT

I will:

a) Conduct myself with decorum during political debate (including Council discussions), respect legitimate democratic interests of all, and focus upon criticizing policies rather than persons;

b) Not make false, frivolous, or vexatious complaints regarding fellow members of the GPC; and

c) Not intentionally cause harm to any person by engaging in physical, mental, or social abuse, nor use insulting, harassing, or otherwise offensive language or behaviour.

1. PROFESSIONALISM

I will:

a) exercise the powers of my office with due diligence, reasonably and prudently, in the best interests of the party and with responsibility to the citizens of Canada;

b) Act with integrity and submit myself to the higher level of scrutiny appropriate to my position as a member of the GPC Council;

c) Respect and support the Party’s Constitution, By-laws, policies, Code of Conduct, Policy on Conflicts of Interest;

d) Maintain solidarity with fellow Councillors in support of decisions that have been made in good faith in a legally constituted meeting;

e) Conduct myself in a spirit of collegiality and respect for the collective decisions of the Federal Council and subordinate my personal interests to the best interests of the Party;

f) Keep confidential all information unless the Federal Council determines that such information is public. This shall include, but not be limited to,

 information about personnel, campaign plans, membership and donor lists, and matters dealt with during in-camera meetings of the Federal Council;

g) Not commit acts such as slander or mischief; and

h) Not act in a way which would bring the Green Party of Canada, or its members, into disrepute.

1. RESPONSIBILITY

I will:

a) Cooperate with the authorized structures and procedures of the Party and respond in a timely manner when contacted by other officers of the Party, Party staff or officials of Elections Canada;

b) Immediately declare any personal conflict of interest that may come to my attention; and

c) Always act to the highest ethical standards and the legitimate interests and benefit of both GPC members and Canadian citizens.

**Appendix D: Governance Role of Councillors**

1. Role

* To direct the strategic plan of the Party, empowering management,
* To monitor the performance of the Party, holding management accountable,
* To act as Stewards for the resources of the Party, respecting the expectations of the members,
* To report the business of the Party to the members.

2. Duties

* Duty of Diligence: Councillors are required to study the business and documents of the party, debate respectfully, and act prudently.
* Duty of Competence: Councillors are required to practice the standard of care expected of their personal abilities and to act cautiously.
* Duty of Loyalty: Councillors must place the interest of the Party first, acting honestly and in good faith, supporting the decisions of the Council, and disclosing any potential or real conflicts of interest.
* Duty of Compliance: Councillors must obey the Laws of Canada and act within the scope of the Party's Constitution, Bylaws, procedures and decisions.

3. Consequences of Improper Behaviour

* Contravening the Code of Conduct or the Fiduciary Responsibility may result in a range of sanctions ranging from warnings to removal from Council, depending on the severity and impact of the behaviour.

**Appendix E: Role of Provincial/Territory Representatives**

Provincial/Territory Representatives play a vital role not only in providing input to the governance of the GPC but also in acting as a conduit between local members in their jurisdiction and Council. Using as a base, the GPC Constitution, the Party Rules and Procedures, the Councillors Fiduciary Responsibility and Code of Conduct, the Provincial/Territory Representatives will:

1. Represent Party members and EDAs in their respective provinces or territories on Federal Council

2. Contribute as an equal member of Federal Council in making responsible decisions regarding the governance of the Party.

3. Be an active member on at least one of the Council sub-committees.

4. Contribute to the annual and long term strategic planning of the Party.

5. Be a member of the Green Party of Canada Fund.

6. Carry out other duties as agreed by Federal Council.

**Appendix F: Role of Youth Representatives**

Using, as a base, the GPC Constitution, the Party Rules and Procedures, the Councillors Fiduciary Responsibility and Code of Conduct, the Youth Representatives shall:

1. Represent the Young Greens [as defined by Articles 7.2.6 and 7.3.13 of the Party's Constitution].

2. Represent Federal Council within the Young Greens.

3. Be a member of the Green Party of Canada Fund.

4. Carry out other duties as agreed by Federal Council.

5. Contribute as an equal member of Federal Council and Executive Council in making responsible decisions regarding the governance of the Party.

6. Be selected in accordance with rules set out in the Young Green constitution and bylaws [as per Article 7.3.13 of the Party's Constitution].

**Appendix G: Role of the Executive Council**

Using, as a base, the GPC Constitution, the Party Rules and Procedures, the Councillors Fiduciary Responsibility and Code of Conduct, the Executive Council shall:

1. Act as the interim decision making body on behalf of Federal Council, with the overall goal to improve the efficiency and effectiveness of Council.

2. Meet regularly, on a weekly basis to respond to the immediate decision making needs of the Party. Wherever possible, allow for Federal Council, and any other members to observe the meetings.

3. Ensure that Executive activities are transparent and accountable.

4. Affirm that the interim decisions reflect the will of Federal Council at the monthly Federal Council meetings.

**Appendix H: Role of President**

Using, as a base, the GPC Constitution, the Party Rules and Procedures, the Councillors Fiduciary Responsibility and Code of Conduct, the President shall:

1. Act as the Chair of Federal Council and ensure that Federal Council and Executive Council meetings are organized and facilitated in accordance with the Party's Rules of Procedure, including the appointment of process people.

2. Ensure that decisions of the Party, Federal Council, Executive Council and committees of Federal Council are duly carried out.

3. Represent the Council with staff, volunteers and members as may be required to ensure efficient and professional execution of decisions.

4. Be a member of the Executive [as defined by Bylaw 2.6.1 of the Party's Bylaws].

5. Be a member of the Green Party of Canada Fund.

6. Carry out other duties as agreed by Federal Council.

7. Contribute as an equal member of Federal Council and Executive Council in making responsible decisions regarding the governance of the Party.

8. Call upon the Vice President Francophone and Vice President English to support the execution of these roles.

9. Be elected for a two-year term by the membership.

**Appendix I: Role of Vice Presidents**

Using, as a base, the GPC Constitution, the Party Rules and Procedures, the Councillors Fiduciary Responsibility and Code of Conduct, the Vice Presidents French and English shall:

1. Assist the President in ensuring that the President's responsibilities and decisions of the Party, Federal Council, Executive Council and committees of Federal Council are duly carried out.

2. Be a member of the Executive [as defined by Bylaw 2.6.1 of the Party's Bylaws].

3. Be a member of the Green Party of Canada Fund.

4. Carry out other duties as agreed by Federal Council.

5. Contribute as an equal member of Federal Council and Executive Council in making responsible decisions regarding the governance of the Party.

6. Be elected for a two-year term by the membership.

**Appendix J: Role of Fund Representative**

Using as a base, the GPC Constitution, the Party Rules and Procedures, the Councillors Fiduciary Responsibility and Code of Conduct, the Fund Representative shall:

1. Represent the Green Party of Canada Fund [as defined by Articles 7.3.8 and 12 of the Party's Constitution].

2. Be a member of the Executive [as defined by Bylaw 2.6.1 of the Party's Bylaws].

3. Be a board member of and represent Federal Council within the Green Party of Canada Fund.

4. Carry out other duties as agreed by Federal Council.

5. Contribute as an equal member of Federal Council and Executive Council in making responsible decisions regarding the governance of the Party.

6. Be elected for a two-year term by the membership.

**Appendix K: Role of Chairs**

Using as a base, the GPC Constitution, the Party Rules and Procedures, the Councillors Fiduciary Responsibility and Code of Conduct, the Chair of a GPC unit/Committee/sub-group (hereafter referred to as a team), shall:

1. Organize and call regular team meetings.

2. Ensure that meetings are facilitated in accordance with the Party's Rules of Procedure, including the appointment of process people: facilitator(s), recorder and timekeeper.

3. Prepare an agenda along with any supporting documents and distribute these to team members at least one week prior to the meeting.

4. Ensure that minutes are taken and that previous meeting minutes are approved.

5. Ensure that any motions passed are followed up on and that action items/projects are carried out by the assigned person(s) in a timely and professional manner.

6. Ensure that any sub-teams report progress at each team meeting unless otherwise agreed.

7. Coordinate regular reports for senior level bodies of the Party as may be required.

8. Work with staff and volunteers as may be required to ensure efficient and professional execution of decisions.

9. Keep the team members up to date on activities of the Party that affect the functioning and activities of the team. Confidential matters may be shared, in camera, with members on a need-to-know basis. Items that are embargoed for strategic reasons are to be communicated to members only when the embargo expires.

10. Contribute as an equal member of the team in making decisions within the team's mandate.

11. Carry out other duties as agreed to by the team.

 *Note: The Chair of Federal Council is the President.*

 *Note: Committee Chairs will typically, but not exclusively be Federal Councillors.*

**Appendix L: Council Agenda Template**

[Time] 1. Call to Order

[Time] 2. Approval of Facilitator, Co-Facilitator, and Timekeeper

[Time] 3. Adoption of Agenda

*Note: Last minute changes to the agenda are generally added under Other Business and assigned a time limit.*

[Time] 4. Confirmation of Previous Minutes

[Time] 5. Standing Reports

a. Leader

b. Executive Director

c. President

[Time] 6. Committee Reports

*Note: reports should not contain motions—these should be separate items under General Business. Also, reports should be unclassified so that they can be made available to the membership. Any restricted information should be provided orally or as a separate addendum marked appropriately for restricted use.*

[Time] 7. General Business

This is the heart of the meeting, and the number of sub-items and the time needed for each one will vary depending on the nature and importance of the item. Some items will be for discussion, but most should require a decision in the form of a motion; motions should be written in advance, discussed and modified so that meeting time is focused on decision making.

[Time] 8. Other Business

 This section should be normally used for extra items added to the agenda.

[Time] 9. In Camera

This section would only be used if there were in camera items to discuss. If any motions are passed during this part of the meeting, they should have

Motion... “and that this motion be recorded in the minutes”

*Note: In camera may take place near the beginning of the meeting if this is more efficient based on reports/issues*.

[Time] 10. Adjournment

*Note: As the governing body of the GPC, councilors should be informed of all major issues and concerns prior to the Council meeting so that Council meetings can be used for decision making and discussion of items that need direct conversational debate. Please also read the document Management of Meetings****.***

 **8 Revision Control Log**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Revision Level** | **Revision #** | **Revision Date**  | **Description of Change** | **Amended By** |
| Draft | First draft  | 2003 | Initiation |  |
| Draft  | 1.01 | 2009/06/xx | Reformat into current template  | Jeremy Stiles/ Francine Courtenay  |
| Draft  | 1.03 | 2010.02/14  | Add historical documentation  | Joe Foster  |
| Working  | 2.00 | 2010.04.01 | Add documents from the web; update job descriptions  | Joe Foster |
| Working | 2.01 | 2010.06.01 | Review and formatting  | Kim Melton |
| Working | 2.02 | 2010.07.05 | Add Governance section to References; incorporate comments from Councillors.  | Joe Foster |
| Working | 2.03 | 2010.07.28 | Review comments in consultation with J. Foster and clean up formatting. | D. Lawlor |
| Working | 2.04 | 2011.02.26 | Draft introducing Executive Council | John Streicker |
| Working | 2.05 | 2011.05.28 | Introduced changes outlined at 2011 Federal Council face to face and new Executive Council roles. | John Streicker |
| Working | 2.06 | 2011.08.09 | Minor Clarifications (in consultation with Chair)  | Joe Foster Paul Kompass |
| Working | 2.07 | 2013.04.18 | Transposed into current Template format/cleanup | J. Foster/S. Vassallo |
|  |  |  |  |  |