

Federal Council Handbook, Edition 5.1

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This Handbook describes the role and procedures of the GPC Federal Council. In case of dispute between this Handbook and the GPC Constitution and Bylaws, the Constitution and Bylaws take precedence.

I. Acronyms and Abbreviations

BGM	Biennial General Meeting/Convention
Council	Federal Council
CWG	Campaign Working Group
ED	Executive Director
EDA	Electoral District Association
Exec	Executive Council
FC	Federal Council
FPVA	Federation of the Green Parties of the Americas
GOTV	Get out the vote
GPC	Green Party of Canada
GVote	Voter contact software
MP	Member of Parliament
NOTA	None of the Above (used on ballots)
PPC	Policy Process Committee
SC	Shadow Cabinet
the Fund	GPC Fund
YGs	Young Greens
YGC	Young Greens of Canada

II. Introduction to Federal Council

Federal Council (FC) is the decision-making body of the Green Party of Canada between general meetings of the membership (conventions). Voting members of the Federal Council are: Leader, President, Vice President French, Vice President English, Fund Representative, ten provincial representatives, one territorial representative, and two Youth Representatives. The President of FC does not vote except to break a tie (Bylaw 2.4.5.). The Executive Director is a non-voting member of FC who contributes equally to discussions. The deputy leaders, past leader and caucus members are added as non-voting members by motion of FC. Members are welcome to observe Council meetings but may not speak.

Councillors, except the Leader, are elected for two year terms or until their successors are elected (Bylaw 2.1.4.2). Councillors who have been appointed to fill a vacancy serve until the next General Meeting or until the term for that position ends, whichever occurs first (Bylaw 2.1.6.1.).

The Federal Council must meet at least four times per year. This is usually by webinar and once or twice in person. Expenses for travel and hotel for in-person meetings are covered by the Party.

Councillors are expected to give regrets when unable to attend meetings. They must follow Council governance procedures, follow the Codes of Conduct, support the purposes of the Party and work in the interests of the Party.

The Federal Council governs the business of the Party and does not create political policy or the political platform. Party political policy is set by the membership. The Shadow Cabinet is responsible for formulating the Party platform and Vision Green document for any given election.

Councillors may receive complaints from members and these should be directed to support@greenparty.ca or 1-866-868-3447. Serious member complaints should be emailed to the Executive Director and copied to the President. Governance-related complaints, or complaints about the Executive Director should be sent to the President and Vice Presidents.

III. Important Documents and Links

Federal Council and Executive Council members are guided by:

- the Party Constitution,
- the Party Rules and Procedures,
- the Federal Council Code of Conduct,
- the Members' Code of Conduct, and
- this Council Handbook.

Documents and FC minutes are available on the party website. A login is required to access some materials. Email support@greenparty.ca if you need help signing in to the members section of the website.

1. Green Party of Canada website
<https://www.greenparty.ca>
2. GPC Constitution and Bylaws
<https://www.greenparty.ca/en/party/documents/constitution>
3. Young Greens of Canada Bylaws
<https://www.greenparty.ca/en/party/documents/ygc-bylaws>
4. GPC Fund Bylaws
<https://www.greenparty.ca/en/file/gpc-fund-v7-lawno1scheduleapdf>
5. Members' Code of Conduct
<https://www.greenparty.ca/en/members/resources/party/procedures/member-code-of-conduct>
6. Sign in
<https://www.greenparty.ca/en/user>

IV. Federal Council Governance Principles

Purpose

Federal Council (FC) governs the Party between General Meetings of the membership, taking direction from the Constitution and Bylaws and from decisions made at previous General Meetings. FC is accountable to the next General Meeting.

FC makes certain that:

- a) the decisions of GPC members in Convention are respected;
- b) the GPC nominates candidates and elects MPs who follow Green principles as described in the Global Green Charter and who commit to the official policies of the Party, all in accordance with the Elections Act; and
- c) the office of the Party avoids unacceptable actions as described in the Statement of Executive Director Limitations.

All Councillors have a fiduciary responsibility as outlined in the Federal Council Code of Conduct.

If FC fails to follow the Constitution, the Ombuds Committee may ask FC to correct its actions and will report the matter to the next General Meeting.

Governing Style

The FC will govern according to the GPC Constitution and Bylaws, the laws of Canada, the principles of good governance, and the various procedures outlined in this Handbook. These governance principles emphasize:

- a) an outward, goal-oriented, proactive vision rather than a preoccupation with internal day-to-day operations; and
 - b) collaboration which actively seeks to understand diverse viewpoints and works to find consensus wherever possible.
1. The FC will act as a group, only using the expertise of individual Councillors to enhance understanding of a particular issue.
 2. The FC will direct, control, and inspire the GPC through careful establishment of End Goals reflecting the Party's Constitution, values and perspectives. The FC's major focus will be the End Goals, and not the administrative or operational means of attaining those Goals.
 3. The FC will establish clear protocols for matters such as attendance, preparation for meetings, governance principles, and respect of roles.
 4. The FC will provide new Councillors with orientation to the FC's Governance Principles.
 5. While respecting the democratic process, the FC will act to ensure that nothing unreasonably hinders the fulfillment of FC's group obligations to achieve the agreed End Goals in a timely manner.
 6. The FC will monitor and evaluate FC performance and procedures on an annual basis.

Consequences of Improper Behaviour

Contravention of the Code of Conduct by any FC member may result in sanctions ranging from warnings to removal from Council, depending on the severity and impact of the behaviour.

At the first Federal Council meeting following each annual election of Federal Council members and the orientation of new Council members, Federal Council will choose by ballot, from among its members, three Code of Conduct Commissioners whose role is to:

1. receive complaints relating to the Federal Council Code of Conduct;
2. investigate complaints received to the best of their abilities; and
3. report to Federal Council their findings, including a recommendation regarding penalties called for in the Code of Conduct.

Role Description

The FC makes informed decisions on behalf of members to ensure appropriate Party performance.

1. FC will ensure that annual and multi-year plans and budgets are in place to accomplish the End Goals of the Party.
2. FC will monitor the achievement of plans and End Goals and ensure that the ED's performance is consistent with the GPC Statement on ED Limitations.
3. FC will provide governing policies, including:
 - a. End Goals: Party outcomes, timelines, impacts, measurable indicators, cost and the priority of each goal;
 - b. ED Limitations: Boundaries within which all ED activity and decisions must take place;
 - c. Governance Principles: Procedures which FC uses to carry out and monitor its own tasks;
 - d. FC-ED Delegation Process: How ED responsibility is delegated and evaluated.

Agenda Planning

The FC will follow an annual agenda schedule, the "Agenda Map", which is an integral part of this Handbook. The Agenda Map may be varied at the discretion of FC to accommodate general election activities or other major events, or to seek improvements in governance efficiency.

Regular meetings of FC and the EC will be held each month and will generally be held according to the following sequence:

1. Committee of the whole (CoW), at the beginning of the first week of the month;
2. Executive Council, within 5 days after the CoW meeting.
3. Federal Council at the beginning of the last week of the month.

Particular topics will be discussed at specific FC meetings (see Agenda Map).

The CoW may suggest items for the agenda for the following FC meeting, and the EC will make best efforts to include all such items in that agenda. These items will be in addition to Agenda Map items on the draft agenda. The President will circulate the draft FC agenda for consideration by FC no later than 10 days before a scheduled FC meeting. Councillors will be able to give input on changes. However, the final agenda for an FC meeting will be circulated no later than 7 days before a scheduled FC meeting.

Matters of an urgent nature may be added at shorter notice at the discretion of the chair.

The agenda for any meeting will be finalized by agreement at that meeting. A motion to accept the agenda is also a decision to discuss any matter within it. Therefore, no seconder is required for motions written into the agenda.

Routine reports, including the Executive Director report, financial report, reports from the Leader, Deputy Leaders, Young Greens Council and President, and the minutes of the previous FC meeting, are included on an Agenda as a single item, called the “Consent Agenda”. Items included in the Consent Agenda are deemed to have been read and understood by Councillors, and a single motion is proposed by the Chair to adopt all items simultaneously. The Chair may permit questions on particular details within items of the Consent Agenda, but if the Chair finds that substantive discussion is warranted, the item in question is withdrawn from the Consent Agenda and tabled for discussion later in the meeting, and the rest of the Consent Agenda is adopted as read.

If a routine report is not submitted to the secretary earlier than ten (10) days in advance of a scheduled meeting, it will not be included in the meeting materials or the Consent Agenda, nor will it be discussed at the meeting without the express consent of the Chair.

All materials to be discussed at a Federal Council meeting are to be in written, or other clearly communicable, form and are submitted to the Secretary 10 days in advance of the meeting. In the normal course of events, no item is discussed at a FC meeting unless such material has been submitted to the Secretary 10 days in advance. An elected Councillor may seek the consent of a meeting to admit discussions of items for which no such material has been submitted.

All materials relevant to a meeting are circulated to FC 7 days in advance of the meeting. It is expected that Councillors have read and applied best efforts to understanding all such material.

Minutes

The Secretary, or another designated person, records written minutes in narrative form at all FC meetings. Such draft minutes are circulated to FC within 24 hours of the meeting, Councillors request any desired alteration or amendment within 48 hours of the minutes being circulated, the Secretary then revises minutes as required and makes the final minutes available to FC for online approval within 5 days of the meeting. Audio recordings of all meetings of Federal Council and its committees will be made, including open and in camera sessions. The recordings will be made available to Federal Council.

Reporting

FC reports to members on a regularly scheduled basis.

By June 30 of each fiscal year, FC submits to GPC members a report of FC and GPC activities for that year, including summaries of scheduled GPC goals and the record of achievement, audited financial statements and a year-end financial summary in a prescribed form, and such other matters as FC may desire to report.

Within 60 days of each calendar quarter, FC submits to the members a summary report of FC and GPC activities for that quarter, including summaries of scheduled GPC goals and the record of achievement, management-prepared financial statements and a financial summary in a prescribed form, and such other matters as FC may desire to report.

Liaison with Members

In addition to regular reporting, FC may communicate directly with members via email on an as-needed basis. FC as a whole, or any individual member of FC, may send a direct email message to the GPC membership using the following steps.

1. A proposed email message may be written by any member of FC and introduced for discussion at an FC meeting or via email. FC will review the message, taking into consideration the volume of emails members receive from the GPC.
2. Once a proposed email message has been considered by FC, FC may vote to approve its distribution, either at an FC meeting or via the email vote procedure. Any motion to approve an email message for distribution will state:
 - a. the date that the email message is to be sent;
 - b. whether the content of the email message is to be included in an existing GPC email newsletter, or sent as a standalone message; and
 - c. whether the email message will require staff resources for translation or editing.
3. Email messages approved for distribution shall be distributed using the GPC's standard communications format.

Members may contact FC directly through FC's published email addresses. At least one such address will allow direct access to FC if a member wishes to communicate without staff intermediation.

A calendar in the Members' area of the GPC website shall include, but is not limited to:

- Regular scheduled meetings of Federal Council, the Executive Council, Committee of the Whole, other Committees and the Young Greens Council;
- Agendas, minutes and non-confidential supporting documents of regularly scheduled meetings of Federal Council, the Executive Council, the Committee of the Whole and other Committees;
- Audited financial statements.

Furthermore, members who have so requested will be given access to the meeting notice as well as given access to the agenda and non-confidential supporting documents of the regular Federal Council meetings and the Committee of the Whole meetings at least 48 hours in advance.

President's Role

The President is the facilitator of FC, empowered to assure the integrity of FC processes and to occasionally represent FC to members or to the public.

1. The assigned result of the President's job is that the FC behaves in a manner consistent with its own rules and with those rules legitimately imposed upon it from outside the GPC.
 - a) Meetings will discuss only those issues which, according to FC policy, clearly fall within FC jurisdiction to decide or monitor.
 - b) Deliberation will be collaborative, actively seeking to understand alternative points of view and working to find agreement whenever possible.
2. The President is empowered to chair FC meetings with all the commonly accepted power of that position, such as ruling and recognizing.

3. The President is authorized to communicate decisions of FC and has no independent authority to make decisions. Therefore, neither the President nor any other Councillor has the independent authority to supervise or direct the ED.
4. The President shall make an official report to members at General Meetings.

Vice President Role

The Vice Presidents participate as equal members of both Federal and Executive Councils, and assist the President. In the event of absence or incapacity of the President, the senior Vice President chairs FC meetings.

Leader Role

The Leader is the public face and principal spokesperson of the Party with specific duties assigned by Parliament, Canadian law and the GPC Constitution. On Federal Council, the Leader's role is to:

1. Report to FC on the political landscape, Caucus, Shadow Cabinet, key issues and opportunities, and provide inspiration and vision for GPC growth;
2. Participate as an equal voting member of FC and the Executive;
3. Maintain ties with Global Greens; and
4. Inform FC of the expected impact of any FC or staff action on the Leader's activities.

Deputy Leader Role

The Deputy Leaders promote the GPC to members and to the public. The Deputy Leaders may attend FC meetings and participate as non-voting members, especially to inform FC of the expected impact of any FC action on the Leader's activities.

Fund Representative Role

The Fund Representative provides the link between the Federal and Executive Councils and the GPC Fund, so that FC is informed of:

- a) the actions which the FC must take in order to comply with the GPC Fund bylaws, including the annual Fund AGM and the election of Fund Directors; and
- b) any contractual, legal or financial action undertaken by the Fund on behalf of the GPC.

Provincial and Territorial Representative Role

Provincial and territorial representatives bring regional experience and perspectives to FC. They contribute as equal members of FC in making responsible decisions regarding the governance of the Party. Provincial and territorial representatives report to, and receive input from, their regional members and EDAs on a regular schedule determined in consultation with the relevant EDAs and members.

Role of Youth Representatives

The Youth Representatives are the two elected Co-Chairs of the Young Greens of Canada Council. They bring youth experience and perspectives to FC and contribute as equal members of FC in making responsible decisions regarding the governance of the Party.

Executive Director Role on Council

The Executive Director (ED) is the FC's connection to party operations with a job description and specific duties assigned by Council. On Federal Council, the ED's role is to:

1. Report to FC about Party operations, the achievement of plans and strategic goals and any issues and opportunities;
2. Prepare materials for FC's consideration;
3. Inform FC or EC of the expected impact of any FC decision on the Party operations; and
4. Participate in discussions as a non-voting member of FC and EC.

Role of Secretary

The Secretary to FC is a GPC staff person who is seconded to FC on a part-time basis to assist with the management of FC affairs. The Secretary reports to the Executive Council. The Secretary is a fiduciary to Council. The Secretary, working with the Executive Council:

1. maintains the yearly schedule of CoW, EC and FC meetings;
2. assists Executive Council with the development of meeting agendas;
3. receives all regularly scheduled reports for such meetings;
4. circulates such reports to the CoW, EC, and FC as required;
5. maintains a secure and confidential repository for all FC documentation;
6. records electronically all meetings of FC;
7. records written minutes in narrative form at all FC meetings, circulates draft minutes to FC with 24 hours of the meeting, revises minutes as required, and makes the final minutes available to FC for approval within 5 days of the meeting; and
8. performs such other duties as may be required by the FC.

Executive Council (EC) Role

The EC consists of the President, both Vice Presidents, the Fund Representative and the Leader as voting members, and the Executive Director as a non-voting member.

The Executive Council meets monthly to:

1. consider reports and action items from the preceding meeting of the CoW;
2. consider such other matters as circumstances warrant; and
3. prepare the draft agenda for the following FC meeting.

The EC also makes interim decisions of a time-sensitive nature between Council meetings. Motions passed by the EC must be subsequently submitted for ratification at the following Federal Council meeting, and each motion must state why the decision was considered to be urgent in nature.

Federal Council members who are not members of the EC are entitled to be present as observers at all Executive Council meetings, including in camera sessions. Notice of EC meetings sent to Federal Council must include a draft agenda. The EC provides FC with minutes of its meetings.

Interim Councillor and Committee Member Appointments

FC fills a vacant Council position by appointment pursuant to GPC Bylaw 2 and fills a vacancy on a Committee using a similar procedure. When a Council position becomes vacant or when a Committee

Chair requests additional member(s), all Federal Council members are notified within fourteen days. Notice of the vacancy shall be posted prominently on the Party's website. Such posting includes both required qualifications and desirable attributes for candidates. All members eligible to stand for the vacant position are notified within the same fourteen day period by email containing a link to the website posting.

The vacancy is filled no later than thirty days from the date of notification. The Governance Committee considers all applications for an Interim Councillor position and presents to FC a ranked list of its suggestions and FC appoints an Interim Councillor from that list. The relevant Committee considers all applications and chooses a member from the applicants, and the Chair appoints that person a committee member. Appointees and unsuccessful applicants are notified by email.

Councillor Conduct

Councillors will conduct themselves ethically, professionally and lawfully, following Green values of Sustainability, Social Justice, Ecological Wisdom, Participatory Democracy, and Respect for Diversity, and the GPC Constitution and Codes of Conduct, and acting with respect, openness, equality and non-violent communication. Councillors sign and abide by the FC Code of Conduct and confidentiality agreement. Councillors are loyal to the GPC, unconflicted by other loyalties.

A Councillor does not do business with the GPC. Councillors do not use their FC position to obtain employment in the organization for themselves, family members or close associates. A Councillor who applies for such employment must first resign from FC.

Councillors avoid real or perceived conflicts of interest. A Councillor who acknowledges an unavoidable conflict of interest withdraws from discussion and voting. Any Councillor may suggest that another Councillor has a conflict of interest. If the majority of Councillors present agree with the suggestion, the relevant Councillor withdraws from discussion and voting. A Councillor who has recused themselves from a discussion, but who has particular information about the subject, may request to speak to the matter and will be permitted to do so if a majority of the other Councillors present agree.

Councillors do not exercise, or attempt to exercise, individual authority over staff. Other than in FC meetings or when tasked to do so by FC, Councillors make best efforts to restrict to a minimum direct communications with the ED and other staff about FC business. Councillors who communicate with staff ensure that the ED is aware of such communication. Councillors do not express judgement of staff performance, except when participating in performance reviews.

FC speaks with one voice, and individual Councillors do not speak on behalf of FC except to repeat explicitly stated FC decisions.

Councillors are properly and diligently prepared for FC deliberations.

Councillors respect and support the final determination of the FC on any matter, irrespective of the Councillor's personal position on the issue.

Committee Role

FC committees are tasked with helping the FC to do its job. Each Councillor is expected to be an active member on at least one of the Council committees.

Committees assist FC by considering matters and proposing options and background information for FC deliberation and decision. FC committees do not advise or exercise authority over staff, or conflict with authority delegated to the ED. FC committees do not speak or act on behalf of FC unless formally authorized for specific and time-limited purposes.

Each Committee acts according to written Terms of Reference (ToR). The ToR for each Committee includes at least its rules for governance, scope of work, expected deliverables, and a schedule of reporting. The ToR for each Committee is approved by FC, and no Committee is formed without such approved ToR. Suggested revisions to the ToR are made by the Committee at least once per year, and at any other time as desired by the Committee, but are effective only upon approval by FC. No committee has final decision-making authority over any matter. However, in special circumstances (e.g. election campaigns) Federal Council may appoint Working Groups that may take action without first seeking Council's approval.

Each Committee is chaired by an elected Councillor who is selected by the committee. Volunteers are encouraged to apply to join particular Committees of interest to them. A Committee Chair may invite any GPC member to serve in an ex-officio capacity, or may ask members to volunteer if desired. A volunteer who serves on a Committee executes a Non-Disclosure Agreement to protect the confidentiality of the Committee's work.

FC may use Standing or Ad Hoc committees. Standing Committees are constituted to deal with the expected, continuing business of FC. The scope for a Standing Committee's work are defined in its ToR. The term for a Standing Committee is perpetual unless the Committee is disbanded by a resolution of FC. Ad Hoc Committees are constituted to deal with particular topical issues or special projects. The scope and the term for an Ad Hoc Committee's work are defined in its ToR.

The Committee of the Whole (CoW) is a Standing Advisory Committee of FC, comprising all the members of FC. The purpose of the the CoW is to discuss current items of interest to any Councillor, to propose items for deliberation by FC, and to suggest items for the Agenda of the next FC meeting.

Governance Training

FC invests in regular orientation and training for Councillors as circumstances warrant. In particular, FC ensures that standing Committees for Governance, Human Resources, and Finance have adequate collective skills and expertise, and will pay particular attention to training for such work. Costs for governance training will be determined in consultation with the Finance Committee for inclusion in the GPC's annual budget.

The GPC Fund

While elected, Federal Councillors automatically become the members of the GPC Fund, with the responsibility to meet once a year to elect the GPC Fund Board of Directors.

The GPC Fund is the corporation which serves as the Chief Agent of the Party. The Fund Board of Directors enacts the decisions of Council and performs the legal duties of the party. The Fund holds contracts with the Executive Director and Leader and maintains oversight of all other employee contracts.

Meeting Procedures

The president must give notice of the date of the first meeting of the Federal Council within two weeks of the announcement of internal Federal Council election results. The agenda of the first meeting will include a welcome, round table introductions, and orientation, including a review of Council procedures, legal obligations, conflict of interest, committee responsibilities and other business.

A special meeting of Council may be called by the president; such a meeting must be called by the president within 48 hours of receiving a written request stating the purpose from a group of one third of the voting members of Council then in office (bylaw 2.4.8.). Councillors shall be provided with notice of a special meeting at least 48 hours in advance, but Council may agree by majority vote to waive the notice requirement. Only those issues stated in the notice of meeting shall be taken into consideration, unless Council unanimously agrees to deal with other matters.

The agenda for any meeting – other than a Special Meeting - will be finalized by agreement at that meeting. Once the meeting begins, items may be added to the agenda or the order may be changed by a majority vote of the councillors present. A full financial report and Executive Director report will be presented quarterly.

Quorum at Federal Council meetings shall be a majority of voting councillors then in office (Bylaw 2.4.2). If quorum is not achieved within fifteen minutes after the time scheduled for a meeting, the regular meeting shall be adjourned, and the names of the councillors present at the meeting shall be entered into the minutes. The councillors in attendance may then move into a Committee of the Whole meeting.

Regular meetings of Council shall be chaired by the president or a vice president, unless otherwise decided by a majority vote of Council.

Council meetings are open to party members and no party member shall be excluded, except for improper conduct. Council may vote to move in camera in order to discuss personnel or legal matters or political strategy. A report of the general nature of the in camera matter and any non-confidential decisions will be recorded in the open minutes of the meeting. Councillors must keep confidential any matter that is discussed at an in camera meeting until the matter is released to party members.

During a regular Federal Council meeting, any councillor including the chair is entitled to speak on a matter for a maximum of two minutes. Councillors may speak to a matter once. A councillor may speak a second time if the Council agrees to allow it. On any motion, the sponsor is entitled to open and close discussion. When two or more councillors wish to speak to a matter, the chair shall keep a list and name the member who will speak next.

Council strives to achieve consensus, therefore a vote will start by asking if anyone objects. If there are objections, there must be some attempt to mitigate the concerns. If unsuccessful, the Council may, by majority vote, choose to table the motion or may choose to proceed to a vote. The number of no votes and abstentions will be recorded in the minutes, and a councillor may request that their name and/or reason for objecting or abstaining be recorded.

Decisions of Council are by a majority of those voting councillors in attendance unless otherwise stated in the Constitution or bylaws (bylaw 2.4.4). The president does not vote except to break a tie (bylaw 2.4.5).

A councillor may make a point of order if they have a procedural suggestion, request a point of information if clarification or more information is needed, or challenge the chair if they believe a procedural mistake has been made.

Any meeting shall end after two hours unless the group decides by majority vote to extend the time of adjournment by one half hour. One extension is allowed. In the event that some agenda items are not covered, they will be tabled until the next regular meeting unless a special meeting is called.

Any Federal Councillor who fails to attend three consecutive Federal Council meetings without a reasonable cause shall be removed from Federal Council unless they provide satisfactory written documentation explaining the absences and is reinstated by a majority vote of Federal Council (bylaw 2.1.5.4).

Email Voting Procedure

Federal Council may conduct email voting outside of Federal Council meetings using the following steps.

1. A motion may introduced for discussion via email. The subject line of the email must begin with “Federal Council Discussion on Motion _____”. Council members shall have three days (72 hours) from the time the email is sent to discuss the motion. If three or more members of Federal Council object to the motion being considered via email, the motion will not proceed to an email vote.
2. Following a three day discussion period, the final wording of the motion must be sent to Federal Council in a separate email. The subject line of the email must begin with “Email Vote: Motion _____”. The body of the email must include a reminder that Council members have three days (72 hours) to vote on the motion.
3. Following a three day voting period, the President will tally the votes and determine whether the motion passed or failed. If a majority of voting councillors then in office do not vote on the motion, it will be determined that the email vote has not achieved quorum and the motion will be ruled to have failed. The President will notify Federal Council of the result of the vote via email.
4. The result of the email vote will be recorded in the minutes of the next Federal Council meeting, with the notation that the motion was considered via email.

V. Council to Executive Director Delegation Policy

The Executive Director is the Federal Council’s sole official connection and single point of delegation to Party operations. All authority and accountability to meet Council expectations is charged to the ED. Only officially-passed motions, goals and plans of the FC are binding on the ED.

In the case of Councillors or committees requesting information or assistance without FC authorization, the ED may refuse such requests that require, in the ED’s opinion, a material amount of staff time or funds, or are disruptive.

1. FC will not give instructions to staff who report to the ED.
2. FC will not evaluate any staff other than the ED.
3. FC will view the achievement of FC-stated Strategic Goals as successful ED performance.
4. FC will hold the ED accountable for any activity of the GPC staff and operations which violates FC's statement of ED limitations.

Delegation to the ED

FC will direct the ED through officially passed motions, annual and multiyear plans, and budgets that:

1. Prescribe the results and strategic goals to be achieved, with timelines, outcomes, measurable indicators of achievement, costs and the relative priority of each goal; and
2. Proscribe an ED Limitations statement which limits the latitude the ED may exercise in directing operations.

The FC will allow the ED to use any reasonable interpretation of these statements.

Annual ED Performance Review

ED performance will be measured as the degree to which FC's Strategic Goals are being achieved and the degree to which the limitations on the ED have been respected. A formal performance review will be conducted annually by the Human Resources Committee and will consider:

- a. ED internal reports.
- b. Review by the HR Committee using the 360° process.
- c. Review of achievement of Strategic Goals and respect for Limitations.

The HR Committee will discuss performance review data with the ED, discuss any extenuating factors which may have affected goals achievement or limitations, and compose a performance report jointly with the ED before reporting to the Federal Council.

The FC will consider whether the ED has reasonably interpreted the Strategic Goals and Limitations and whether data demonstrates the accomplishment of the ED interpretation.

VI. Executive Director Limitation Statement

The Limitations in this statement are written in the negative so that they provide the ED with clear boundaries. Within these boundaries, the ED may choose any reasonable interpretation in order to achieve the Goals set by FC. The ED must not allow operations to cross these boundaries.

An action of staff is considered an action of the ED

The ED will not allow any activity of central party operations to be unlawful, unprofessional, ethically and with political insight and prudence.

Treatment of Members

The ED will not allow members to be treated with disrespect.

1. The ED will not fail to provide safe conditions for members.

2. The ED will not fail to respect the privacy of members' personal data.
3. The ED will not fail to operate facilities with appropriate accessibility.
4. The ED will not fail to provide a means for members who believe that they have not been treated reasonably to be heard.
5. The ED will inform members of Party activities and opportunities for participation.

Treatment of Staff and Volunteers

The ED will not fail to treat staff and volunteers fairly or cause them to experience conditions that are disorganized, unclear or unfair.

1. The ED will not fail to provide clear direction and clear written procedures.
2. The ED will not fail to provide a fair procedure for the handling of grievances.
3. The ED will not fail to prepare staff for unexpected and emergency situations.

Treatment of Federal Council

The ED will not allow the FC to be uninformed or unsupported in its work.

1. The ED will not fail to provide reports in a timely, accurate, complete and understandable fashion.
2. The ED will not fail to inform FC of any relevant significant or material political or operational information.
3. The ED will not fail to inform FC of any non-compliance with its own principles or policies.
4. The ED will not allow the FC to be without a workable mechanism for FC or committee communications.
5. The ED will not deal with the FC in a way that favours certain FC members over others.
6. The ED will not fail to inform the Fund of any threatened or pending lawsuits.
7. The ED will not fail to obtain the Fund's approval for any items which have been delegated to the ED by FC but where such approval is required by law, regulation, or contract to be chief agent-approved.

Treatment of Party Leader and Members of Parliament

The ED will not fail to work collaboratively with the Party Leader and Members of Parliament (MPs).

1. The ED will not fail to recognize and support the Leader's role as the Party's chief communicator.
2. The ED will not fail to cultivate and maintain a respectful working relationship with the Leader and MPs.
3. The ED will not fail to support the Leader with respect to communication of Party positions or policy.
4. The ED will not fail to seek FC mediation should there be disagreement with the Leader.

Planning and Budgeting

The ED will not fail to provide FC with an annual plan and budget, derived from FC Strategic Goal priorities for that year.

1. The ED will not fail to inform the Fund of any financial planning or budgeting which might put the Party in financial jeopardy.
2. The ED will not fail to disclose planning assumptions.

3. The ED will not fail to base the budget on a multi-year plan.
4. The ED will not fail to report on the achievement of both annual and multi-year plans to FC.

Financial Activities

The ED will not allow the Party to be put in financial jeopardy or to deviate significantly from FC priorities as established in the Strategic Goals, annual plan and budget.

1. The ED will not incur debt unless authorized by FC.
2. The ED will not fail to settle payroll and debts in a timely manner.
3. The ED will not allow government ordered payments or filings to be overdue or inaccurately filed.
4. The ED will not fail to pursue receivables after a reasonable grace period.
5. The ED will not fail to bring any significant variances to the annual plan and budget to the attention of FC.

Asset Protection

The ED will not allow the assets of the Party to be inadequately protected or unnecessarily risked.

1. The ED will not fail to insure adequately against theft, casualty, and liability losses to FC, staff and the Party.
2. The ED will not unnecessarily expose FC, staff or the Party to claims of liability.
3. The ED will not fail to protect intellectual property, information and files from theft, loss or significant damage.
4. The ED will not receive, process or disburse funds under controls that are insufficient to meet GPC Fund appointed auditor's standards.
5. The ED will not compromise the independence of the Party audit.
6. The ED will not invest or hold capital in insecure instruments.
7. The ED will not endanger the GPC's public image or credibility, the Leader's public image or credibility, or the ability of FC to accomplish Strategic Goals.
8. The ED will not substantially alter the GPC identity or brand.

Compensation and Benefits

The ED will not fail to follow geographic labour standards and will not allow the GPC to experience jeopardy to financial integrity or public image as a result of its policies regarding employment, compensation and benefits.

1. The ED will not change the ED's own compensation and benefits except as those benefits are consistent with a package for all other employees.
2. The ED will not establish compensation and benefits that deviate significantly from the geographic or professional market for the skills employed.
3. The ED will not establish or change benefits so as to cause inequity.

Emergency ED Succession Plan

The ED will not fail to protect FC from sudden loss of ED services. The ED will not fail to ensure that at least two other members of staff are sufficiently familiar with Party operations to be able to take over with reasonable proficiency as interim successor.

VII. Handbook Revision Control Log

Revision Level	Revision #	Revision Date	Description of Change	Amended By
Draft	First draft	2003	Initiation	
Draft	1.01	2009.06	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	2011.02.28	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
Working	3.0	2018.12.15	Replaced contents of Handbook with governance documents from Council orientation package	K. Storey
Working	3.1	2019.01.29	Edited grammar and language. Added clause for president remuneration and Leader-ED relationship	K. Storey Bev Eert
Working	4.0	2019.03.30	Finalized updates with current material.	Governance Committee
Approved	4.1	2019.06.02	Updated to reflect amendments made at a meeting of Federal Council, June 1-2, 2019.	Federal Council

Federal Council Handbook

Approved	4.2	2020.04.26	Updated by Governance Committee. Addition of Code of Conduct Commissioners added by motion of Federal Council, April 26, 2020.	Governance Committee
Approved	4.3	2020.05.31	Updated by Federal Council based on recommendations made by the Governance Committee on May 31, 2020.	Federal Council
Approved	5.0	2020.07.26	Replaced entirety of <i>Section IV. Federal Council Governance Principles</i> with new content on July 26, 2020 as recommended by the Governance Committee.	Federal Council
Approved	5.1	2021.08.18	Updated to reflect motions passed at a meeting of Federal Council, December 15, 2020, as recommended by the Governance Committee.	Governance Committee

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