

Edgemont & Upper Capilano Community Association (EUCCA)

Organization and Procedural Rules

Boundaries

The area served by EUCCA is bounded on the west by the Capilano River, on the east by Mosquito Creek, on the north by Grouse Mountain, and on the south by the Trans-Canada Highway (plus the few residences in the DNV south of the highway near Fell Ave.).

Organization

The EUCCA is a non-profit community group formed in 1992 by residents of Upper Capilano who consider Edgemont Village to be their “Town Centre” and want to play a pro-active role in issues which affect the livability of the commercial area and residential neighbourhoods.

Objectives

- To direct activities towards the welfare of the community at large
- To be a credible and representative voice for the community
- To encourage public participation in civic affairs, particularly knowledge and awareness of municipal issues and voting by citizens in elections for all levels of government

Membership

Membership is open to all persons over the age of 18 whose primary residence is within the Association’s boundaries. Depending on the activity program agreed to at the Executive and/or General Meetings and the state of the budget, Registered Members may be invited at the Annual General Meeting to make a recommended voluntary donation to the EUCCA to cover operating expenses.

Meetings

The EUCCA will hold an Annual General Meeting (AGM) generally in the first Quarter and circulate the minutes to Registered Members with a copy to Council. 2 or 3 other General Meetings (GM) will be scheduled throughout the year to feature and discuss items of interest to the community. All general meetings, including the AGM, are open to the public.

The affairs of the Association will be managed by an Executive Committee formed from the membership. The Executive will be elected by public nomination at each AGM. The maximum number of Executives is 12. If more than 12 are nominated, the selection will be by vote at the AGM. Voting is open to all members who were on the registry of the previous General, Special, or AGM meeting. Proxy voting is not permitted.

The EUCCA will register with Council the names and phone numbers of the Secretary and all members of the Executive and will update this information when changes occur.

Conduct of Executive Committee Meetings

Committee meetings will generally be held monthly with breaks for the holiday seasons.

Meetings will be chaired by a member, generally taking turns on a rotational basis. The Chair will encourage efficiency and productivity by limiting or avoiding sidebar or off-topic discussions.

For a formal meeting to take place, a quorum must be present which is defined as **50% plus one** of the elected committee members.

The primary goal of the committee is to conduct business through frank and amiable discussion to arrive at consensus with most decisions ratified by a simple “show of hands”.

In the occasional situation where this is not feasible due to the complexity of an issue, the matter will be the subject of formal debate using the following procedure condensed from Robert’s Rules:

- (a) Members speak only after being recognized by the Chair. Recognition will be on a “first-come-first served” basis, except:
 - The maker of a motion has the right to speak first in preference to others.
 - To speak a second time on a motion, a member must wait for those who wish to speak on it for the first time.
 - If possible, the Chair alternates between proponents and opponents of the motion.
- b) Rules of decorum:
 - Remarks must be confined to the pending motion.
 - Members must remain courteous and avoid personal attacks.
- (c) Limitations:
 - Speeches should be limited to 2 minutes in duration.
 - No member may speak more than twice on a motion.
- (d) Handling of Motions:
 - A member makes a motion.
 - Another member seconds the motion.
 - The Chair states the motion (if it is clear and in order)
 - Debate and amendment take place
 - The Chair puts the motion to a vote. Proxy voting is not permitted on any motion.
 - The Chair announces the result.

Conduct of General Meetings

All General Meetings (including the AGM) will be advertised not less than 14 days prior to the meeting by email or phone to all registered members and by flyers throughout the Edgemont Village (except in an emergency – agreed to by a 2/3 majority of the Executive - with a minimum of 5 days).

All General Meetings will be chaired by a member nominated by the Executive.

Records of GM and AGM meetings will be readily made available to the membership, including posting them on a community website.

If (say 10%) of the eligible voting members petition the Executive to address an item of business, the Executive, at its next meeting, shall place the item on the next GM or AGM agenda. For a lower % the Executive may use its discretion, although the item can still be brought up at the meeting by a member under AOB.

The conduct of all General Meetings will be based on the concept of the “New England Town Hall Rules”, condensed as follows:

- (a) All residents of the EUCCA in attendance will have an opportunity to speak, but may vote only if a Registered Member and have attended at least one prior GM or AGM. Proxy voting is not permitted on any issue.
- (b) The audience should listen respectfully.
- (c) Those wishing to speak should draw the Chair’s attention by a raised hand.
- (d) Comments should be brief and avoid repetition of previous comments or points made by others.
- (e) Courtesy is required for all statements with no personal criticism of previous speakers permitted – however all prior arguments are open to rebuttal.
- (f) The protocol, where not described herein, will in general conform to Robert’s Rules of Order
- (g) Reminder - cell phones should be turned off!

Amendments

This document is intended to structure and guide the affairs of the Association and may be amended by resolution of the Executive Committee.