

# Procedures

## for FONVCA , the Federation of North Vancouver Community Associations

Note: The "Federation" refers to the Federation of North Vancouver Community Association.

"Council" refers to the Corporation of the District of North Vancouver. "Members" are District of North Vancouver Community Associations meeting the Membership Criteria described below.

"Representatives" are those individuals sent to a Federation's meeting by a Member.

**Boundaries:** The Federation considers its boundaries to be those of the District of North Vancouver. Any association partly or fully inside these boundaries is eligible for membership. Those fully inside the City of North Vancouver are welcome to join as non-voting participants.

**Mandate:** The mandate of the Federation is to improve the quality of life in our neighbourhoods. Furthermore, the Federation is a forum for the common concerns of Members associations and its purpose is to strengthen these organizations through the sharing of information and experience. Full autonomy of each Community Association is to be maintained; that is, FONVCA does not, and has no authority to "police" or interfere in the internal affairs of its Members.

**Attendees:** Each Community Association may send 1 or more duly authorized representatives to each meeting. One vote per Association.

**Officers:** The Federation will register with Council the names, addresses, and phone numbers of the Members and will update this information when changes occur. The **Chair** rotates among member organizations at each meeting. The Chair of the next meeting is chosen at each meeting and this person arranges the agenda with other representatives and provides for minutes, agendas, and copies of necessary materials. The Chair will provide a general mailing address for the Federation, although representatives with specific tasks assigned by the Federation may use their own mailing addresses. The Chair arranges meeting times and places (normally District Hall on the third Wed. of each month September-June, at 7:00PM).

**Communications:** There should be regular communications of the activities of the Federation with the member associations through reports to these associations by their representatives. All communications between the Federation and Council

will be open. The September meeting will be considered the Annual General Meeting. The Federation will provide Council with the necessary information regarding the time and place where the AGM will be held. This would be an open meeting.

**Records:** Federation records will be kept and be public.

**Members Concerns:** The process by which Members may bring concerns to the Federation is to ask a Representative to move that the concern be an agenda item of a Federation meeting. The Federation is not bound to discuss any issue - whether arising out of the concerns of an individual, association, municipal staff, or Council, unless a majority of Representatives wish it. Guests may be invited to make representations to a Federation meeting if that is approved by a majority of the voting Representatives attending a previous meeting, or if, subsequently by email, two-thirds of those voting Representatives attending the previous meeting agree.

**Membership Criteria:** Membership is based on meeting the criteria, as outlined below, according to majority assent by the Representatives

### Previous Criteria for Official Recognition of a Community Association

- A mandate which included improving the quality of life in the neighbourhood.

- Membership is open to all persons residing in a general geographic area described as follows...

- The Association\* will register with Council\*\* the names and phone numbers of all officers and directors and will update this information when changes occur. The Council will inform the Association of any other group in the described geographical area which is making representations.

- There will be a regular communication of the activities of the Community Association with the members.

- There must be a duly advertised and open AGM.

- Records of the Association are kept as follows...

- The process by which residents may bring concerns to the Association is as follows:...

\* Association refers to the community Association named in the Procedures for FONVCA, the Federation of North Vancouver Community Associations

\*\* Council refers to District of North Vancouver and/or City of North Vancouver Council as applicable.