



BOD Executive Committee

1 POLICY STATEMENT

1.1 This policy is intended to ensure effective governance of the Association by providing effective and timely guidance to the President in emerging, time-sensitive, significant issues arising between the Board meetings by means of the Executive Committee.

1.2 This policy is not intended to diminish the authority and the decision-making power of the full Board.

2 PURPOSE

2.1 This policy shall:

- (a) articulate the authority of the Executive Committee to act on behalf of the Board;
- (b) establish the composition of the Executive Committee;
- (c) set out the manner in which the Executive Committee can hold its meetings; and (d) enumerate the types of matters that can be handled by the Executive Committee.

3 SCOPE

3.1 This policy shall apply to the Executive Committee subject to the following:

- (a) any requirements set out in the Society Act of BC
- (b) the Association's constitution and bylaws; and (c) restrictions placed by the Board.

4 INTERPRETATION

4.1 The following provisions apply to the interpretation of this policy.

- (a) Schedule "A" contains definitions of terms used in this policy.
- (b) A reference to any statute, regulation, or bylaw refers to that enactment as it may be amended or replaced from time to time.
- (c) Words in the singular include the plural and gender-specific terms include both genders and include corporations.
- (d) The headings in this policy are for convenience only and must not be construed as defining or in any way limiting the scope or intent of this policy.
- (e) If any part of this policy is held to be invalid by a court of competent jurisdiction, the invalid part is severed, and the remainder continues to be valid.
- (f) Schedule "B" contains any forms, checklists, templates, or documents to be used in conjunction with the policy.

5 PRINCIPLES

Authority of the Executive Committee

5.1 The Executive Committee may act for the Board on all matters except those listed in section 7.1 so long as the Executive Committee determines that it would be imprudent to wait until the next Board meeting to act.

5.2 The Executive Committee may do the following:

- (a) Assist the Board in fulfilling its responsibility to manage its own operations;
- (b) Act on behalf of the Board during on-demand activities that may occur between Board meetings;
- (c) Give approval on behalf of the Board for items over the Executive Director's authority level;
- (d) Give approval to routine matters reviewed by the Board;
- (e) Serve as a sounding board for the President or the Executive Director, in instances when that person may have to make a quick decision on his or her own;
- (f) Review and approve recommendations of the Executive Director concerning human resource management; and
- (g) Undertake any assignments referred to the Executive Committee by the board.

5.3 The Board must ratify the decisions of the Executive Committee at the next regular Board meeting.

Composition of the Executive Committee

5.4 The Executive Committee shall be comprised of the following:

- (a) President;
- (b) Vice-president;
- (c) Secretary; and
- (d) Treasurer

5.5 The President shall serve as the Chair of the Executive Committee.

5.6 The Executive Director shall serve as an advisor to but not a voting member of the Executive Committee.

Meetings of the Executive Committee

5.7 Executive Committee meetings shall be held as and when required.



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- 5.8 The President may call an Executive Committee meeting at any time.
- 5.9 Quorum for an Executive Committee shall be three members.
- 5.10 A Director on the Board who does not hold one of the positions listed in section 5.4:
- (a) may attend an Executive Committee meeting at any time as an observer; and
 - (b) shall not participate as a voting member of the Executive Committee.
- 5.11 The directors shall have full access to any Executive Committee meeting minutes.

Reporting to the Board

5.12 The Executive Committee shall be accountable to the Board for all decisions made and actions taken by the Executive Committee.

5.13 The Executive Committee shall report to the rest of the Board within 5 business days of making a decision or taking action on an item discussed at an Executive Committee meeting.

5.14 A member of the Executive Committee must provide a full report on the decision made or the actions taken by the Executive Committee at the next regular Board meeting.

6 EXCLUSIONS

None.

7 PROHIBITIONS

7.1 The Executive Committee must not make decisions or take actions with respect to the following:

- (a) financial assessments;
- (b) personnel matters involving the Executive Director directly;
- (c) entering into major contracts;
- (d) dealing with legal actions involving the Association;
- (e) changing a Board approved budget;
- (f) adopting or eliminating a major program;
- (g) buying or selling property;
- (h) filling any vacancy on the Board; or
- (i) take action which is inconsistent with any resolution or action of the Board when that resolution or action specifically provides that it cannot be changed by committee action.



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7.2 Only the Board may make any changes to this policy.

8 RELATED PROCEDURES, GUIDELINES, AND PUBLICATIONS

8.1 The following document(s) is/are related to this Policy:

(a) Board Meetings, Document #

9 REFERENCES

Category	
Approved by:	Board - November 30 th , 2017
Effective Date:	November 30 th , 2017
Amended by:	BCMSA Board of Directors
Last Review Date:	December 1 st , 2022
Legislative Authority, if applicable	



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SCHEDULE “A” DEFINITIONS

The Association is the British Columbia Municipal Safety Association.

Board is the Board of Directors for the Association.

Chair means the person who serves as presiding officer for a meeting.

Executive Committee is the President, Vice President, Treasurer, and Secretary of the Board.