

Girl Guides of Canada  
BC Council, West Coast Area  
Mackenzie Heights District

## **TERMS OF REFERENCE**

*Updated November 12, 2020*

**Membership:** Unit Guiders, the DC(s), Deputy(ies), and District Treasurer are all members of District Council.

### **Non-Council and Non-Voting Positions:**

The District's Secretary fulfills a critical support activity for the Council, but holds neither a voice nor a vote.

District Guiders are welcome additions at District meetings, but they have neither a voice nor a vote on motions before District Council, and are not members of Council.

Guiding members whose only activity is as a member of Link or Trefoil are welcome at District meetings but those members have neither a voice nor a vote, and are not members of Council.

### **Voting Positions:**

(a) DC Team:

One (1) vote for the District Commissioner position, if present at the meeting. If the position is held by two or more co-commissioners, there is still only one vote;

One (1) vote for each Deputy DC, if any exist, and if present at the meeting;

One (1) vote for the District Treasurer position, if present at the meeting;

The DC Team shall have a **maximum of three (3) votes**, no matter how many additional people in those roles are in attendance at the meeting.

(b) Unit Guiders:

**One (1) vote per unit**, regardless of the number of people from a unit in attendance at the meeting.

If a member of Mackenzie Heights District Council is active in more than one voting position (e.g. unit and council, or 2 units), she has one vote for each voting position she holds.

**Proxy:** a unit can designate another as unit proxy to carry out their voting responsibilities. This can be a general proxy for the entire Guiding year, or for a specific meeting only. The unit giving its vote to a proxy should email the contact guider for the other unit, and the accepting unit must show proof of this email at the meeting before receiving permission to vote.

A unit may hold only 1 proxy at a time.

A proxy may not be passed on from one proxy-holder to another.

The DC Team positions can neither give nor hold a proxy.

**Voting** shall be limited to those in attendance at a meeting, whether the meeting takes place in person or through videoconferencing, including any proxies held.

No votes may be taken at any meeting without quorum present, save for setting the date or location of the next meeting.

**Quorum** Shall be **at least 51% of eligible voters**. For 2020-21, quorum will require **10** voters (15 unit positions + 3 DC positions = 18 voting positions).

**Meetings:** Preferably monthly from September to May, but not fewer than five (5) per year.

**Review:** These Terms of Reference will be reviewed annually.