

B-Division Constitution, and Division Policies

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Letters Patent & Bylaws

of Waterloo Co-operative Residence Incorporated

Part I: Introduction to WCRI Bylaws¹

W.C.R.I. is a limited company. This means, among other things, that the laws governing what a company may do apply to the Co-op. In our case, W.C.R.I. was created as a legal entity under part V of the Corporation Act of Ontario on the 8th of November, 1965, when the Ontario government issued our Letters Patent.

As a company, W.C.R.I. must conform to the laws of Canada (criminal), the Co-operative Corporation Act (replaces Part V of the Corporations Act), the Letters Patent (Charter) granted under the Act, all regulations of the Municipality of Waterloo, and any laws that we may create to govern ourselves. These self-defined regulations are called By-laws. A By-law, by definition, is a regulation to govern the organization that is drafted by the members of the organization. By-laws differ from the policies in that policies are made by sub-groups of the organization (e.g. the Board of Directors of the General Manager) within their jurisdictions.

The By-laws of our company should cover the following topics:

1. The declaration and payment of Patronage Rebates
2. The number of directors, their term of service, and their remuneration's, if any
3. The appointment, functions, duties, and removal of officers, agents, and servants of the company the security to be given by them to the company, and their remuneration, if any
4. The time and place for the holding of the annual meeting of the company, the calling of meetings, regular and special, of the Board of Directors and of the company, the regulations of proxies, and the procedure in all things at such meetings
5. The imposition and recovery of all penalties and forfeitures admitting of regulation By-law
6. Reference to, and consistency with, the Letters Patent of the company; and the conduct, in all other particulars, of the affairs of the company

How the By-laws of W.C.R.I. may originate or be changed is specified in By-laws 1.1 and 1.2 of the October 1976 revision.

In the following By-laws, the word and the initials W.C.R.I. mean Waterloo Co-operative Residence Incorporated.

¹ For a complete list of the By-law changes refer to appendix "A" at the end of this section, for any other information refer to the *WCRI Policy Book*.

Part II: Letters Patent (Retyped)

Now therefore know ye that under the authority of the hereinbefore in part recited acts I do by these Letters Patent issue a charter to the persons hereinafter named that is to say:

Earlby Edward John Wakefield, David Wilbert Raymound Burger, Vincenzo D'Angelo, Nicholas Vladimir Andrusyshyn, Aditya narayan Varma, Fred Saul Schwartz, James Joseph Soltis, and David Earl Moore,

all of the City of Waterloo, in the County of Waterloo and Province of Ontario, Students; and Early Graham Deline and Donna Carolyn Willows,

both of the City of Toronto, in the Country of York and Province of Ontario, Students; constituting them and any others who become members of the corporation hereby created a corporation without share capital under the name of

Waterloo Co-operative Residence Incorporated

for the following object, that is to say:

Co-operatively:

1. To acquire, hold, dispose of, own, rent, conduct, maintain, and operate residences for providing dwelling accommodation and meals for the members of the Corporation;
2. To provide recreational and educational facilities for the members of the Corporation and to provide any service which may contribute to their health, well-being, and economic and personal advantage; and
3. For the objects aforesaid, to buy, sell, and deal in all manner of goods, wares and merchandise and to import, export, and manufacture the same;

The Head Office of the Corporation to be situated at the said City of Waterloo;

The first directors of the Corporation to be Earlby Edward John Wakefield, Earl Graham Deline, David Wilbert Raymound Burger, Vincenzo D'Angelo, Nicholas Vladimir Andrusyshyn, Aditya Narayan Varma, Donna Carolyn Willows, Fred Saul Schwartz, James Joseph Soltis, and David Earl Moore, hereinfere mentioned;

And it is hereby ordained and declared that the said Corporation shall be subject to Part V of the Corporation Act.

Given under my hand and Seal of office at the City of Toronto in the said Province of Ontario this eighth day of November in the year of Our Lord one thousand nine hundred and sixty-five.

John Yaremko
Provincial Secretary and
Minister of Citizenship

Part III: List of By-Law Changes

1. Major revisions to By-laws adopted at October 20, 1976 General Meeting.
2. By-law IV.6 amended at August 14, 1977 Board of Directors' Meeting. Amendment confirmed at October 12, 1977 General Meeting.
3. By-law IV.5 amended at May 28, 1978 Board of Directors' Meeting, Amendment confirmed at October 11, 1978 General Meeting.
4. By-law III.1 amended at November 12, 1978 Board of Directors' Meeting. Amendment confirmed at February 7, 1979 General Meeting.
5. By-law IV.3d amended at April 8, 1979 Board of Directors, Meeting. Amendment confirmed at June 6, 1979 General Meeting.
6. New set of By-laws approved at June 14, 1980 General Meeting.
7. By-law VII.6 amended at October 26, 1983 General Meeting.

B-Division Constitution

(Note that in this constitution, the masculine shall include the feminine, the feminine shall include the masculine, and the singular shall include the plural)

Part I: Constitution

1. The By-laws of Co-op are superior to all other legislation. Except as otherwise noted, the Constitution is superior to Legislation of Division Council (DC) and DC meetings.
2. No amendment to the Division Constitution is effective until it is:
 - (a) passed by DC, **and**
 - (b) submitted to the board Secretary for verification that the proposed amendment is not contrary to the By-laws and policies of Co-op, **and**
 - (c) confirmed, with or without variation, by a two-thirds majority at a Division General Meeting.
3. If the Board of Directors or a General Meeting of the Co-op passes a motion contradicting the Division Constitution in any way, it is the responsibility of the DC to forthwith act in accordance with the By-laws and policies. If the DC objects to the existing legislation, it may initiate and appeal to the Board of Directors. Otherwise, the DC will ensure that the Division Constitution is amended at the next Division General Meeting so that it no longer contradicts the By-laws of Co-op or the Policies of the Board of Directors.
4. It shall be the responsibility of the Division Council Chairperson to file with the Secretary of the Corporation, a copy of the Constitution and every amendment thereto certified by the DC Chairperson within one (1) week of the ratification thereof.
5. The term shall commence on:
 - (a) January 1st for the Winter term
 - (b) May 1st for the Spring term
 - (c) September 1st for the Fall termand shall last for four (4) months.

Part II: Membership

1. Any member of the Co-op officially registered by the Admissions Committee as a resident of the Division is a member of the Division, hereinafter referred to as a "member".
2. Every member has a right to:
 - (a) be kept informed of the Co-op matters through block meetings and posted minutes of all governing bodies of Co-op,
 - (b) be treated fairly by all managers and fellow members
3. Every member is required to:
 - (a) perform properly assigned work duty correctly and reliably,
 - (b) treat all other members of the Co-op with consideration and respect, and
 - (c) abide by:
 - i. the By-laws of the Co-op,

- ii. the Policies of the Board of Directors,
- iii. the Constitution of the Division,
- iv. the decisions of the democratically elected governing bodies and appointed officials of the Co-op, and the division.

Part III: Division General Meetings

1. A Division General Meeting should take place no later than the third Wednesday of each term for the purpose of:
 - (a) electing a DC chairperson,
 - (b) conducting other business in accordance with this constitution,
 - (c) introducing the division management to the division members.
2. This meeting shall be called and chaired by the Interim Division Chairperson. In the event that the Interim Division Chairperson is running for the position of DC Chairperson, the Division Manager (DM) shall facilitate the first division General Meeting until the election of DC Chairperson is complete. Regardless of the outcome of the election, the Interim Division Chairperson shall chair the remainder of the meeting.
3. Other Division General Meetings may be called at any time by the DC or by petition of twenty (20) members of the division or twenty (20) percent of the division membership, whichever is greater. The petition is required to state the purpose of the meeting. These Division General Meetings shall be chaired by the DC Chairperson
4. All members shall be given sufficient notice of every Division General Meeting. All members shall be deemed to have been given sufficient notice of any Division General Meeting if notice, posted prominently in the division, is given. At least ten (10) days prior to the meeting a notice shall be posted requesting items of business for the Agenda. At least five (5) days prior to the meeting there shall be posted formal notice of the meeting stating date, time, place Agenda and the text of any proposed amendments to the constitution.
5. New business must be submitted in writing to the General Meeting Chairperson at least five (5) days prior to the date of the meeting and important business not mentioned in the notice convening such a meeting can not be transacted.
6. Except as otherwise provided, resolution passed at a Division General Meeting by a majority vote overrides all other division legislation.
7. Division General Meetings shall be run according to the Rules of Order of Business adopted by the Board of Directors.
8. Quorum at all Division General Meetings shall be twenty-five (25) members.
9. If quorum is not present at a Division General Meeting within thirty (30) minutes of the time for which the meeting is called:
 - (a) and if the meeting is convened by petition of the members, it shall be cancelled.
 - (b) In any other case, the Chairperson shall set a new date for the meeting not less than seven (7) and no more than fifteen (15) days later than the date in the notice

of the meeting. Quorum shall be ten (10) members and notice shall be given to all member as provided in III:4.

10. Every member of the division shall be entitled to one (1) vote only with the exception of the Chairperson who may vote only in the case of a tie. Voting by proxy shall not be permitted.
11. Unless otherwise provided, all questions arising at any Division General Meeting shall be decided by a majority of votes counted by a show of hands. If the majority of the members present at a meeting agree, votes on any motion shall be by secret ballot.

Part IV: Division Council

1. All references to persons or Councils in this section refer to the DC and it's members.
2. The daily operation of the division shall be by the direction of the DC, consisting of five (5) people: a DC Chairperson and exactly one (1) representative from each building. It is the responsibility of the DM to ensure that one (1) representative is elected from each building at the first Building Meeting of each term
3. A representative for a building is elected by the members officially resident in that building and must be an official resident of that building.
4. Before the distribution of the Division Manager (DM) Final Evaluations, the DC shall appoint a willing member to the position of Interim Division Chairperson for the following term, in accordance with Part I of the Interim Division Chairperson Policy.
5. The office of the Building Representative shall be vacated if:
 - (a) she ceases to reside in the building,
 - (b) by notice in writing to the DC that she resigns the office,
 - (c) by resolution passed by at least two thirds (2/3) of the votes cast at a building meeting called for the purpose of removing the representative from office,
 - (d) by resolution passed by at least two thirds (2/3) of the votes cast at a Division General Meeting he is removed from office,
 - (e) a Judicial Committee upholds a resolution of Council for his removal from office for cause. This resolution must be passed by at least two thirds (2/3) of Council.
 - (f) the term ends,
 - (g) the person becomes DC Chairperson.
6. The DC Chairperson may be removed from office by resolution passed by at least two thirds (2/3) of the votes cast at a Division General Meeting called for that purpose. A new DC Chairperson must then be elected before the conclusion of that General Meeting.
7. Upon recommendation by any member to the Judicial Coordinator, a Judicial Committee may fine any DC member and/or DC Chairperson for failing to perform his/her constitutional duties adequately.
8. The DM may fine the DC Chairperson, Secretary/Treasurer, or any council members for failing to perform his/her duties correctly.

9. At least four (4) DC meetings shall be held throughout the term as the DC determines. Three (3) days notice must be given requesting additions to the Agenda. Agendas must be posted at least twenty-four (24) hours prior to the meeting stating time, place and order of business. The first DC Meeting of the term must be held within two (2) weeks of the General Meeting.
10. The Building Representatives must attend DC meetings unless granted leave of absence by council. This leave may be granted retroactively. Absence without leave from any meeting is a fineable offence. If a Building Representative is absent with or without leave from two or more meetings, he may be expelled from Council by a two thirds (2/3) majority vote of Council, provided he was not given leave of absence at the last meeting missed.
11. Any members of Council may convene a special DC Meeting at any time. Notice of such a meeting shall be given to each member of Council by the member convening the meeting, not less than one (1) day before the meeting is to take place. Council meetings may be held at any time without formal notice if all council members are present or if those members absent have signified their consent in writing in advance.
12. Two thirds (2/3) of the members of council shall constitute a quorum at any meeting.
13. DC Meetings shall be transacted according to the Rules of Order adopted by the Board of Directors.
14. Every member of the DC shall be entitled to one (1) vote. In the case of a tie, the Chairperson may cast a deciding vote. Voting by proxy is not permitted.

Part V: Division Officers

1. The DM shall assign a work duty ("Co-operative Work (COW)") to each member of the division.
2. The DM may fine any member assigned to a COW for failing to perform it correctly.
3. DC may fine the DM. Council may also make a formal presentation to remove the DM to the General Manager (GM) or the Board of Directors for cause. The council must recommend a replacement DM at this time.
4. DC shall ratify a Division Secretary/Treasurer, appointed by the DM, responsible for preparing and distributing Minutes of DC and Division General Meetings and for collecting and keeping records of COW and other fines.
5. The DC Chairperson is responsible for recording policies and policy changes passed by DC. These policy records must be passed on to the next DC Chairperson. These policies shall be kept separately from other DC records.
6. The Interim Division Chairperson is responsible for chairing the first Division General Meeting of each term.

7. The DC Chairperson is responsible for preparing and distributing Agendas of DC Meetings.
8. The DC Chairperson shall post notice of the time for the meeting at which the Judicial Committee shall be selected no later than three (3) days prior to the meeting.

Part VI: Division Social Council

1. The social interests of the division shall be under the direction and control of the Division Social Council, consisting of at least five (5) people: a Division Social Chairperson (or Co-Chairpersons) and at least one (1) Social Representative from each building. It shall be the responsibility of the DM to ensure that at least one (1) Social Representative is elected from each building.
2. The DM shall choose to select, or elect, the Division Social Chairperson, at the first General Meeting.
3. A Building Social Representative is elected by the members officially resident in that building. This representative must be an official resident of the building. The DM or Assistant DM may not be a Building Social Representative.
4. The office of the Building Social Representative shall be vacated if:
 - (a) he ceases to be resident in the building,
 - (b) by notice in writing to the Division Social Council she resigns his office,
 - (c) by resolution passed by at least two thirds (2/3) of the votes cast at a building meeting, he is removed from office for cause,
 - (d) by resolution passed by at least two thirds (2/3) of the votes cast at a Division Social Meeting, she is removed from office for cause,
 - (e) the term ends,
 - (f) the person becomes Division Social Chairperson.
5. The DM may remove the Division Social Chairperson from office for cause, and must select a new Chairperson.
6. Upon recommendation by any member to the Judicial Coordinator, a Judicial Committee may fine any Division Social Council member for failing to perform his constitutional duties adequately.
7. The DM may fine the Division Social Chairperson or any member of the council for failing to perform his duties adequately.
8. Regular Division Social Council meetings shall be held as the DC may from time to time determine. Twenty-four (24) hours notice must be given in writing to the Division Social Council members. Due to the functional, non-political nature of the Division Social Council, no notice need be posted concerning Agenda, time or location of a Division Social Council meeting.
9. The Building Social Representative must attend all Division Social Council meetings unless granted leave of absence by Council. This leave may be granted retroactively. Absence without leave from any meeting is a fineable offence. If a Representative is

absent with or without leave from two or more meetings, he may be expelled from Council by a two thirds (2/3) majority vote, provided he was not given leave of absence at the last meeting missed.

10. Any members of Division Social Council may convene a special Division Social Council Meeting at any time. Notice of such a meeting shall be given to each member of Council by the member convening the meeting, not less than one (1) day before the meeting is to take place. Council meetings may be held at any time without formal notice if all council members are present or if those members absent have signified their consent in writing in advance.
11. Two thirds (2/3) of the members of Division Social Council shall constitute a quorum at any meeting.
12. Questions arising at any Division Social Council meeting shall be decided by a show of hands. Upon the discretion of the Division Social Chairperson, meetings shall follow the Rules of Order adopted by the Board of Directors.
13. Every member of the Division Social Council shall be entitled to one (1) vote, with the exception of the Chairperson who may only vote in the case of a tie. Voting by proxy is not permitted.

Part VII: Building Meetings – Duties of Building Representatives

1. Before the third Wednesday of each term the DM shall call and chair a meeting in each building of the division for the purpose of electing one (1) Division Council Representative and one (1) Building Social Representative. This building meeting may occur at the conclusion of the first General Meeting, with the members of each building meeting in separate sections of the room.
2. Either Building Representative or four (4) residents of distinct apartments in the building may convene a building meeting. The Division Council Representative shall convene a building meeting at least four (4) times per term (no more than twice a month).
3. It is required to give three (3) days notice of building meetings consisting of at least a posted sign or delivered notification.
4. Every member of the building shall be entitled to one (1) vote with the exception of the Chair who may vote only in the case of a tie. Except as otherwise provided all questions arising at any meeting shall be decided by a majority of votes counted by a show of hands.
5. Five (5) residents of the building shall constitute a quorum for the transaction of business at a building meeting. If a quorum is not reached, the meeting must be rescheduled.
6. The Building Representatives are responsible to the DM for the following administrative duties:
 - (a) The Division Council Representative must chair Building Meetings.

(b) The Social Representative will encourage the social interests of the building. The person must sit on Division Social Council. The person must hold one building social event, assist in one co-op social event hosted by B-Division, and assist the Inter-Divisional Social Committee, each term.

Division Council Manual

(Amended by DC July 21, 2002)

Part I: Functions

1. Making Policies

One of the main purposes of the DC is policymaking. Policies are guiding procedures for division management. Two examples of policy content are:

- (a) work duties and fines, and
- (b) floor food distribution

The DC can delete existing policies or replace them with an amended version. Policies passed by DC are in effect not only in the term in which they are passed, but also in subsequent terms. You may obtain copies of the Division Policies from your DC Chairperson.

2. Policy Enforcement

In addition to making policies, DC also ensures that policies are enforced. For example, if a policy states that residence doors are to be locked by 8:00 pm each evening, occasional checks should be made to ensure the division management is locking the doors on time and take corrective action (such as fines) if they are not.

3. Overseeing the Division Operation

Closely related to policy enforcement is to oversee the operation of the division. For example, the DC will monitor the division COWsystem and suggest changes to its structure. More generally, the DC recommends or initiates actions to improve the division as a whole. This may include actions such as the purchase of large expensive items or the hiring of special contractors to do certain tasks (see Section V for procedural details).

Part II: Duties

1. Legislative Knowledge

It is your responsibility to know the Division Policies, Division Constitution, Board Policies, and W.C.R.I. By-laws. Your DC Chairperson has copies of these.

2. Political Knowledge

You must become familiar with the political structure of the Co-op. Most of what you need to know can be learned by reading the Member Handbook and the rest can be learned as required. For example, if the DC is having problems with the IDSC (a position over which it has no authority) it may be necessary to report the problems to the IDSC chair.

3. Financial Knowledge

It is very important that the DC be aware of the Co-op's financial constraints, especially as it pertains to their function described in Section 1.3. For example, before initiating the purchase of new curtains for the division, the DC should first check that the Co-op could afford the purchase.

4. Constitutional Duties

You are also responsible for performing your duties described in the Division Constitution.

Part III: Powers of Council

1. Gathering Information

The council must be informed of the operation of the division. They must receive reports from different management areas. All management bodies in the division (judicial, maintenance, D.M., COWmaster, security, and social) should give periodic reports, and must if requested.

These reports, if requested, are considered part of the person's COW. If it is not done, the COW has been done improperly and the council may fine the appropriate people (except Judicial). See the Inter-Divisional Judicial Co-ordinator if you feel the Judicial representative should be fined.

2. Fining & D.M. Removal

DC has fining authority over any divisional position except Judicial, however it is probably not a good idea to fine the people under the DM's supervision. He is responsible for them, so have him take action regarding any problems with those on his management team. The DM can be fined for a poor performance in any area of his responsibility. See Section V for procedural notes.

3. Constitutional Changes

The DC has the power to draft constitutional changes to be presented to the Division Membership for ratification. Great care should be taken in drafting constitutional changes, as the constitution is the highest authority within the division. The procedure described in Section V for the passing of division policies should also be followed for drafting constitutional changes.

4. Other

You must read the Division Constitution to find the specific powers that are particular to your division.

Part IV: Relationship with the Division Manger

The DM must follow all directions issued by the council. Within the division, the DM is under the authority of the council. This does not mean that the council should over-ride everything they do not approve of. The manager and the council should be working together to best meet the needs of the members of the division.

Part V: Procedures

1. Fining

The DC may direct the DM to fine any person or group of persons for due cases. If fining the DM, the DC should follow a fining procedure similar to the one used by the COW committee. Note that fines imposed by DC are subject to Judicial appeal, as are any other fines.

2. Policy and Constitutional Changes

Policy changes should be written for a specific purpose and distributed well before the DC meeting in which they are to be considered. There should be a time-limited discussion (depending on the degree of the controversy) and the appropriate changes made. The policy should be rewritten and presented at the next DC Meeting for fine tuning, removing typos, etc. and approval in principle. At the third meeting it should be adopted. The policy

will then be checked by the Board-Division Liaison for differences from Board Policy. If it is in line with Board Policy it can be implemented.

Constitutional changes follow the same procedure but must be approved by the Board Secretary and presented to a Division General Meeting for ratification. All the steps in policy and constitutional changes must be reported at floor meetings to allow for member input.

3. Purchases: Standard Divisional Equipment

This includes any equipment allowed for in the annual operating budget of the Co-op, for example, standard floor equipment or kitchen utensils. Council may initiate these purchases, according to the Board spending policy. Requests should always be made to the General Manager for approval.

4. Drip Rules

(a) Each drip point will be worth \$1.00, regardless of whether it is for damage or expenditure.

(b) Every September first, any deficit DRIP totals will be reversed while the positive balances will remain. This is to encourage the development of more ambitious projects. The Board retains the right to demand that negative totals remain, depending on the circumstances of their occurrence.

(c) To control the impact of all extra DRIP points on cash flow (until the plan can be adapted to manage the problem by itself), expenditures will be referred to the Board of Directors for approval.

(d) If a division holds an event and makes money, profits deposited into the WCRI account will receive dollar credit under DRIP, in the name of the sponsoring division(s).

(e) Damages sustained in any division as a result of a Co-op sponsored event (i.e. frosh party) will not be charged against that division's DRIP total. However, depending on circumstances, damages may be charged equally to all division DRIP funds.

5. Capital Projects Fund

This is a WCRI fund meant to finance major capital projects not foreseen during the budgeting process. For additional details, refer to the Capital Projects Fund Policy in the WCRI Policy Book.

Part VI: Suggestions

1. Set up a management-reporting schedule and make it division policy.
2. Have the DM attend all DC meetings and report each time.
3. Have the members of council sit in on Board of Director's meetings to keep them informed on other happenings in the Co-op.
4. Put up notices for meetings in all common areas - encourage non-council member involvement.
5. Fine DC members who are late or absent for a meeting.
6. Two or three times a term have a floor representative talk with each member of the floor to get suggestions, comments, criticisms, etc. that the DC can use.

Suggested Rules of Order for conducting meetings (parliamentary procedure) are in Appendix A.

WARNING: Be persistent. Do not be influenced by someone simply because they have more seniority than you do; you are a member and your input is as valuable as anyone else's is. It is your responsibility to listen and then make up your own mind.

Parliamentary Procedure

Part I: Introduction

The meetings of W.C.R.I. operate under Robert's Rules of Order, as outlined in "Parliamentary Law at a Glance" by E.C. Utter. Copies of this pamphlet are available in the office.

It is not necessary to be an expert in parliamentary procedure. These rules have been developed to organize and shorten meetings. They are basically common sense and easy to understand. As these meetings are generally small, compared to the sessions in parliament for example, strict adherence is usually not required.

There are two main principles to remember. First, only one person speaks at a time to ensure that everyone can hear the speaker. To enforce this, it is necessary to be recognized by the chair before beginning to speak. Raise your hand to let the chair know that you wish to speak and he/she will call on you. Second, and perhaps most important, only one principle motion, report, or topic may be considered at one time. This makes it easier for everyone to understand the discussion and helps ensure that questions and objections to a proposed action are answered and considered.

The following is a short guide to parliamentary procedure.

Part II: The Cardinal Principle of Parliamentary Procedure

"Only one principal motion, report, or topic can be considered at one time."

Part III: Motions

1. Purpose

1. To introduce business and take action on it.
2. Discussion of an issue is permitted only after a motion is made, seconded, and restated by the chair.

2. Procedure for making a motion

1. Address the chair.
2. Receive recognition from the chair.
3. Put the motion to the floor: "I move that...." or "I move to...".

3. Seconding of the Motion

1. Purpose of seconding the motion is to show there is an interest to hear a discussion of the question. One is not committed to support a motion because he has seconded it.
2. Procedure for seconding the motion: "I second the motion." (You need recognition from the chair).

4. Reading or Restatement of the Motion by the Chair

5. Discussion

1. At this time any amendment may be made on the motion.
2. The floor is open for discussion and remains so until the motion is voted on. The president may ask: "Are you ready for the vote?" If there is no response, the

presiding officer calls for a vote. If there is one dissident the discussion must proceed.

3. All debates must be confined to the motion under discussion.

6. Restatement of the Motion by the Chair

7. The Presiding Officer Calls for a Vote

Part IV: Entertaining a Motion by the Chair

1. Purpose

To save time. It is left to the discretion of the Chair, but should not be used too often.

2. Procedure

1. The Chair says, "I would like to entertain a motion that..."
2. Member of the organization says, "I so move."
3. Seconding the motion - "I so second."
4. Discussion and vote.

Part V: Request to Withdraw a Motion

1. Purpose

If for any reason the maker of a motion has changed his mind.

2. Procedure

- (a) Address the Chair.
- (b) Receive recognition.
- (c) Put request to the floor: "I wish to withdraw my motion."
- (d) Chairperson states, "If there is no objection, the member is allowed to withdraw his motion."
- (e) If someone objects to the withdrawal of the motion:
 - i. A motion may be made to permit withdrawal; i.e. "I move that the member be allowed to withdraw his motion." This motion requires a simple majority vote. It does not require a second, and is not debatable.
 - ii. A withdrawal motion may be made at any time before voting on the motion begins.

Part VI: Motion to Vote Immediately

1. Purpose

To stop discussion on a motion in order to bring it to a vote. It is during the discussion period that the motion to vote immediately is moved.

2. Procedure

- (a) Address the Chair.
- (b) Receive recognition.
- (c) State: "I move that we vote immediately."
- (d) Seconding: "I second the motion."
- (e) No discussion is permitted or necessary - not amendable or debatable.
- (f) Vote - 2/3 majority is required.
- (g) If motion is carried, the vote on the main motion must be taken immediately.

Part VII: Motions Related to Voting

1. Purpose

This method is used when secrecy as to a member's vote on a motion is desired. It is before the vote is taken that this motion is made.

2. Procedure

- (a) Address the Chair.
- (b) Receive recognition from the Chair.
- (c) Put in motion to the floor, i.e. "I move that the vote be by secret ballot."
- (d) Seconding: "I second the motion."
- (e) No discussion is permitted or necessary.
- (f) Vote - 2/3 majority is required.

Part VIII: Motions to Defer Action

1. Purpose

To set aside consideration of a motion until a later meeting in order to:

- (a) Stop further action on a motion.
- (b) Allow time for more urgent business.
- (c) Consider a motion under more favorable circumstances.
- (d) The motion is automatically included in the agenda under *Old Business*, and thus requires no further action to bring it to the floor.

2. Procedure

- (a) Address the Chair.
- (b) Receive recognition from the Chair.
- (c) Put the motion to the floor, "I move to postpone further discussion of the motion."
- (d) Seconding of the motion.
- (e) No discussion is permitted.
- (f) Vote.

Part IX: Amending Motions

I move to amend by substituting 'pictures' for magazines'...etc

- (a) Seconding.
- (b) Discussion.
- (c) Vote.
- (d) If the amendment is carried, the original motion as amended is then before the assembly floor for further discussion.
- (e) Steps 4, 5 and 6 can be avoided if the main motioner accepts the amendment.

Part X: Privileged Motions

Definition: Motions that do not relate to the immediate question but are of such importance as to have precedence over all other questions.

1. Point of Privilege

- (a) Purpose
- (b) To benefit the well being or welfare of the individual or group, i.e. deals with such matters as ventilation, and inability to hear a speaker.
- (c) Procedure
- (d) Address the Chairperson - may interrupt speaker - with point of privilege.

- (e) Receive Recognition
- (f) Receive privilege (a point of personal privilege must relate to a specific member).

2. Point of Information

Purpose: To obtain information about the question, **not** to give information. After this is stated the Chairperson asks for an answer to the question.

3. Point of Order

- (a) Purpose
To bring the group to the subject under consideration.
- (b) Procedure
May interrupt the speaker.

4. Parliamentary Inquiry

- (a) Purpose: To obtain information on the procedure being currently used or on how to proceed.
- (b) Procedure
May interrupt speaker.

Sample Agenda

This SAMPLE agenda is provided as an outline for your own DC agendas

SOUTH DIVISION COUNCIL MEETING AGENDA

Meeting to be held September 25, 1995 at 10:15 p.m. in the A2 boardroom.

1. Call to Order and Approval of Agenda
2. Reports: DM
ADM
Security Manager
Food Manager
COWMaster
Treasurer
Social Manager
DC Chair
3. Ratification's: Keys held by management
Floor fine policy
4. DRIP proposal
5. DM midterm evaluation
6. Games Room Proposal
7. Adjournment

Sample Minutes

SOUTH DIVISION COUNCIL MEETING MINUTES

The meeting was held on Sept. 25, 1995 in the A2 boardroom

1. Call to order and approval of agenda

The meeting was called to order at 10:20 pm.

Motion 1: Move to approve the agenda

2. Reports

DM

- smooth (happy with helpful membership, spirit!)
- looks forward to socials, sports (people come back if happy)
- no problems with frosh week

ADM

- floor check (every Monday & Tuesday) - next Monday, Tuesday check
- problem - unwashed & too many dishes
- see him if problems

SECURITY

- got back pool balls, remote missing
- guy from Younge's vending maintenance paid \$100 or students return for scunt
- door in kitchen permanently locked until fixed
- don't prop open doors

FOOD

- food not in on time, not his fault
- return bins or fine
- only 2% milk allowed on floor
- need completed sheet for last 4 pickups

COWMASTER

- managed to get through first 2 weeks, but now permanent & O.K.
- posted list by trays, check if right
- question on dishes (let it ride a week)
- questions about temp COWs, DM wanted to do it the way it was so there would be fewer hours owing
- co-ordinators advised to give less food
- Vincent volunteers to put up signs in servery

TREASURER

- people who did any hours during temps start with zero, people with no hours start with 2
- COWlist up by Tues.

South DC, Sept 25/95...2

SOCIAL

- sport teams up and running
- pay \$5 to play
- don't forget to pay social fund
- Star Wars night a success
- trip next weekend to Canada's Wonderland

3. RATIFICATION'S

Motion 2: Move to approve keys to DM, ADM, Food Manager, and Security

Heather

Janet,

Motion carried, 6-0-0

Motion 3: Move to approve floor fine policy

Heather

Janet,

Motion carried, 6-0-0

4. DRIP

- 804 DRIP points

Motion 4: Move to spend 263 points on sports jerseys

Janet

Heather,

Motion carried, 6-0-0

- Brad to look into new VCR

5. DC CHAIR REPORT

- Winter and Summer DM's, interviews Nov. 3-5th
- Advertise and get people to run

6. DM MIDTERM EVALUATION

- Next meeting
- Get feedback from floors

7. GAMES ROOM PROPOSAL

- Proposal approved but money put on hold for this term

8. ADJOURNMENT

Adjourned by consensus at 11:30 pm.

B-Division Policies

Building Meeting Policy

(Amended and Adopted by B-Division D.C. in July 2002)

(Note that, in this policy, the masculine shall include the feminine and the singular shall include the plural)

Part I: Definitions

Meeting Chair – The meeting chair is the Division Council representative (DC rep), or group of members who have called and will run the meeting.

Attending a meeting – Attending a meeting consists of being present for the entire meeting, or, if there is a conflict (e.g., class, midterm, final paper, etc) contacting the meeting chair beforehand or at most 24 hours afterwards to get all the pertinent information.

Part II: Building Meetings

Building meetings are mandatory for all B-Division residents. Members who fail to attend a building meeting that has been called according to the Division Constitution will be fined. The amount and nature of the fine will be left to the discretion of the Division Manager (DM).

The DM is responsible for ensuring that each building's DC rep has a list of all the residents of the building. The building's DC rep is responsible for recording attendance and notifying the DM, or their appointed representative, of any fining required.

Division Manager Selection Policy

(Amended and Adopted by DC December 1, 1987)
(Ammended by DC July 21, 2002)

Part I: Introduction

The purpose of this Policy is to give DC a guideline in choosing Division Managers.

1. After the first DC meeting of the term, the DC Chairperson shall post prominently, notice of the opening of DM Selection for the appropriate terms.
2. At the second DC meeting of the term, council should formulate the questions that will be asked of each candidate.
3. Candidates may be interviewed at any DC Meeting following the second meeting of the term.
4. Candidates should be interviewed individually.
5. Each candidate should submit a resume to the DC Chairperson prior to the meeting in which they will be interviewed. The Chairperson will distribute the resume to the council members.
6. At the DC meeting closest to the third week of the third month of the term, DC will recommend one applicant to the Inter-Divisional Council for each term in question.
7. The Inter-Divisional Council must ratify the appointment of DM.

Part II: Selection Schedule

Selected in:	Recommended for:
Fall	next Winter, Summer
Winter	next Summer, Fall
Summer	next Fall

Part III: Sample Interview Questions

1. Why do you want to be a DM?
2. What do you think is involved?
3. How much advance preparation are willing to do/have done?
4. What have you seen in the past that could be improved upon?

Christmas Tree Light Policy

(Adopted by DC December 1, 1987)

Part I: Introduction

When not in use, the B-Division Christmas tree light kit (a box containing lights, extension cord, spare bulbs, lock, chain and keys) are to be stored in the Co-op office under the care of the General Manager.

The lights are to be put up on or before the last day of UW classes in conjunction with an event organized by the B-Division Social Council. The extension cord is to be secured by the locking mechanism provided (padlock and chain). For the duration that the lights are up, the key is to be held by the DM. The lights are to be taken down by the winter DM by the end of the last week of classes.

Accidental or malicious damage to the lights is to be handled as specified in the W.C.R.I. Damage and Disturbance Policy.

COW Credit for Maintenance

(Ammended by DC July, 2002)

Part I: Introduction

In recognition of the fact that residents of B-Division often wish to undertake repairs and other maintenance tasks in their apartment, this policy has been put in place to ensure that COWcredit may be awarded to those members who undertake the work.

For COWcredit to be considered, the member must consult the DM and the Division Maintenance Manager regarding the work planned. At this time the member will:

1. discover which, if any, supplies will be provided by the co-op,
2. learn whether COWcredit will be awarded and how much, and
3. obtain advice from the Maintenance Manager on the technicalities of the task.

The DM is not required to award COWcredit for any project that is of a purely cosmetic nature or is not completed to the satisfaction of himself/herself and the Maintenance Manager. COWcredit can not be awarded retroactively, as the DM always needs to be able to plan in advance for the completion of regular tasks within the division.

Members should be made aware of this policy at/or prior to the first building meeting. A copy of the policy should be posted outside the Maintenance Manager's door.

Games Console Policy

(Adopted by DC October 31, 2001)

Part I: Control

The control of the game console is left to the discretion of the DM (DM controls where the game console is stationed and the sign-out procedure and can appoint someone to do so). If the person is someone other than DM or ADM, they must be approved in the first DC meeting of the term.

Any member of B-division may sign-out the Game Console according to the sign-out procedure. If damaged, the Game Console shall remain in its damaged state until the incident in question is brought to the attention of the DC Chair. The Chair may have the damage assessed by a qualified service person that will determine the cost of the repair and the type of damage. However in the event that only the cable is damaged the DM may purchase a new cable immediately.

Part II: Sign-out Procedure

- Under no circumstances is the Game Console to leave B-Division.
- Any B-division resident has the privilege of signing out the Game Console on a first come first serve basis with at least 48 hours notice.
- Sign-out within 48 hours is left to the discretion of the person in charge of the Game Console.
- The Division Social committee will take precedence over individual sign outs if the booking is made 2 weeks in advance.
- The Game Console may not be signed out for more than 3 consecutive days at a time.

Part III: Returns

The Game Console must be returned prior to, or at the time arranged at the sign-out procedure. Failure to do so will result in a fine. The minimum fine for a late return is \$5.00. An additional fine will be added for every 24 hours after the sign-in time that the Game Console is late. This additional fine will be at the discretion of the DC.

ABUSE OF THIS POLICY IS GROUNDS FOR A FINE AT THE DISCRETION OF THE DM.

Game Console Sign-in/ Sign-out Form Sample

I, _____ of Apt# _____ have signed out the
(Name – Please Print) (apt #)

Game Console _____ on _____.
(type of console & serial #) (Date)

I have read and understood the Game Console Policy as it pertains to B-Division and I am aware of my responsibilities as described in the aforementioned policy.

List of items included with the Game Console:

1 Controller

Games:

(List all)

Other Items:

(List all)

I have agreed to return the Game Console on:

_____ at _____ am/pm (circle one)
(Date of Return) (time)

(signature of borrower)

The Game Console with all included items was returned on _____ and has been checked for damage.

(Date of Return)

(signature of Game Console Supervisor)

RULES:

1. The Game Console will be stored with the Game Console Supervisor.
2. Reservations for the Game Console can be made one week prior to use.
3. Sign-in/sign-out will be the Game Console Supervisor's responsibility according to the Game Console Policy.
4. Repairs and maintenance will be the responsibility of the B-Division Council.
5. Any damages due to negligence will be the responsibility of the party using the Game Console.
6. Anyone who suspects the Game Console is not functioning.
7. Properly should report it to the Chair immediately.

VCR Policy
(Amended and Adopted by DC March 1, 1998)
(Replaces any prior VCR Policy)

Part I: VCR Control

1. The control of the VCR is ultimately left to the discretion of the DM.
2. The person responsible for signing-out and maintaining the VCR is herein called the VCR Custodian and shall be appointed by the DM at the beginning of the term.
3. Typically, the VCR Custodian would be the DM, ADM, or the equipment manager as approved by the DC at their first meeting of the term.

Part II: Sign-out Procedure

1. Any member of B-Division of W.C.R.I. may sign-out the VCR for use within the division. Should a member wish to use the VCR outside the division, he/she must inform the VCR Custodian of this intention. Under no circumstances should the VCR leave B-Division without the prior consent of the DM.
2. The B-Division Social Committee has priority over an individual member provided that they have booked the VCR no less than seven (7) days in advance.
3. A member holding a "Movie Night" that is open to all members of B-Division has priority over an individual member provided that they have booked the VCR no less than seven (7) days in advance and that it is not needed by the Social Committee.
4. The VCR Custodian must keep a waiting list whenever necessary.
5. The VCR may be signed-out for a period of no more than 48 hours, after which it must be returned to the VCR Custodian for sign-out to the next person on the waiting list.
6. An individual member may not sign-out the VCR for 2 consecutive 48 hour periods unless there is no waiting list at the time of the second sign-out.
7. The VCR and all of its accessories are to be kept in its box when not in use, and all accessories must be given to the member who is signing out the VCR. All accessories and the box must be returned along with the VCR at sign-in time.
8. The VCR must not be passed on to another member until it has been returned to the VCR custodian.
9. Upon return, the VCR Custodian must verify that the VCR is functional and that all accessories have been returned. Damage to the VCR will be dealt with according to Part III of this Policy.
10. The member who signs-out the VCR must sign an agreement that indicated his/her responsibilities as outlined herein.

Part III: Damage

1. Should the VCR be damaged during a sign-out, the VCR Custodian must bring this to the attention of the DM who will have the damage assessed by a qualified service person to determine the type of damage and cost of repair.
2. In the event that only a cable is damaged, the DM may purchase a new cable and bill its cost to the division's DRIP fund. The DC may approve this expense.
3. The member responsible for the damage will be dealt with according to the Damage and Disturbance Policy of W.C.R.I.
4. Damage due to normal wear and tear will not be charged to any member.

Part IV: Maintenance

1. At the beginning of Fall term, the DM is responsible for ensuring that the VCR receives a maintenance check by a qualified service person. The DC may approve funding for this through DRIP, unless it is covered by the Warranty Agreement.
2. If the VCR is in need of repair, the DC must approve funding before the repair takes place.
3. The VCR Custodian must clean the VCR every two (2) weeks or as necessary, with an appropriate head cleaner. The DM will purchase a new head cleaner at the beginning of each Fall term or as necessary and bill its cost to the division's DRIP fund. The DC will approve this expense.

Part V: Fines and Appeals

1. A late fine of \$5.00 per late day will be assessed to a member at the discretion of the DM. The revenue from this fine will be deposited into the division's DRIP fund.
2. If a member fails to return the VCR by the end of the term, a fine for the amount of the full cost of replacing the VCR will be assessed to the member. The revenue from this fine will be deposited into the division's DRIP fund. Once this fine is paid, the VCR will automatically be replaced.
3. The DM may fine any member at his discretion for the abuse of this policy.
4. Appeals of fines will follow the procedures outlined in the Judicial Policy of W.C.R.I.

VCR Sign-in/Sign-out Form

I, _____ of Apt# _____ have signed out the VCR on
_____.
(name – please print)

I have read and understood the VCR Policy as in pertains to B-Division and I am aware of my responsibilities as described in the aforementioned policy.

I have agreed to return the VCR on:
_____ at _____.

Signatures:

(VCR Supervisor)

(Borrower)

The VCR was returned on _____ and has been checked for damages.

Signature:

(VCR Supervisor)

Vacuum Policy

(Amended and Adopted by DC on March 1, 1998)

Part I: Vacuum Control and Inventory

1. There will be at least four (4) vacuums in B-Division at all times. These vacuums will be distributed one per building.
2. Should a vacuum be misplaced or break down through normal wear and tear, it will automatically be replaced. The cost of replacement will be billed out of the division's DRIP fund.
3. The control of B-Division vacuums is ultimately left to the discretion of the DM.
4. The Building Manager (BM) will be responsible for a building's vacuum sign-out and maintenance. The BM must return the vacuum to the DM at the end of every term.

Part II: Sign-out Procedure

1. Any member of B-Division of W.C.R.I. may sign-out their building's vacuum for use within their apartment. Under no circumstances should a B-Division vacuum leave the division without the prior consent of the DM.
2. The BM must retain a copy of a member's photo ID (typically a valid Student Card or Drivers License) for the duration of the sign-out.
3. The BM must keep a waiting list whenever necessary.
4. The vacuum may be signed-out for a period of no more than 24 hours, after which it must be returned to the BM.
5. The vacuum must not be passed on to another member until it has been returned to the BM.

Part III: Damage

1. Should the vacuum be damaged during a sign-out, the BM must bring this to the attention of the DM who will have the damages assessed by a qualified service person to determine the type of damage and cost of repair.
2. The member responsible for the damage will be dealt with according to the Damage and Disturbance Policy of W.C.R.I.
3. Damage due to normal wear and tear will not be charged to any member.

Part IV: Maintenance

1. At the beginning of the Fall term as necessary, the DM is responsible for ensuring that the vacuums are returned to the Maintenance Department to receive a maintenance check.
2. The BM must empty the vacuum bag once per month and as necessary.

Part V: Fines and Appeals

1. A late fine of \$5.00 per late day will be assessed to a member at the discretion of the DM. The revenue from this fine will be deposited into the division's DRIP fund.
2. If a member fails to return the vacuum by the end of the term, a fine for amount of the full cost of replacing the vacuum will be assessed to the member. The revenue from this fine will be deposited into the division's DRIP fund.
3. The DM may fine any member at his discretion for abuse of this policy.
4. Appeals of fines will follow the procedures outlined in the Judicial Policy of W.C.R.I.

Division Treasurer Job Description

(Introduced and Approved by I.D.C. in July 2001)

Part I: List of Responsibilities

The Division Treasurer is responsible for:

1. Collecting the money resulting from all monetary fines.
2. Submitting all collected fines to the WCRI main office.
3. Maintaining accurate records of each Member's fining history (over the Term).
4. Submitting all records and receipts to the Division Manager at end of term.

Part II: Fine Collection Procedure

The Division Treasurer will be passed a fine stub for each warning, work fine and monetary fine issued within the Division. A record of the fining history of each Member who has been fined in a term must be maintained by the Division Treasurer. The status of each monetary fine (Paid or Unpaid) must be recorded.

A Member who has been given a monetary fine must pay the sum levied to the Division Treasurer within the time allotted by the finer. It is recommended that the Division Treasurer make an effort to contact a fined Member a day or two before the fine is due. All fines collected must be submitted to the WCRI main office, in exchange for a receipt.

Part III: Dealing with Refusals to Pay

If a Member fails to pay a monetary fine within the allotted time and cannot be contacted by the Division Treasurer, or refuses to pay a monetary fine outright, the Division Treasurer should fine the member a second time. The amount of this second fine should be equivalent to the amount the member would be fined for a repeat of the original offence. The DM should be notified of the overdue fine. After a second refusal to pay the fine, the Division Council must be notified.

If a Member appeals a fine, it must still be collected within the allotted time. Should the appeal be successful, the Judicial body will see to it that the fine is reimbursed.

Part IV: End of Term

At the end of term, the Division Treasurer must submit all records and fine receipts to the Division Manager. The exact amounts of any unpaid fines must be reported to the WCRI Main Office so that the money can be levied from offending members' performance deposits.

Division Secretary Job Description

(Introduced and Approved by I.D.C. in July 2001)

Part I: List of Responsibilities

The Division Secretary is responsible for:

1. Taking minutes at all Division Council (DC) Meetings, except where the DC closes a meeting to outside observers.
2. Providing a typed copy of the minutes of each meeting to the DC at the next scheduled DC Meeting.
3. Taking minutes at all Division General Meetings, except possibly the first of the term. In the event that another Member is assigned to take notes at the first Division General Meeting, the Secretary is still responsible for preparing a typed copy of the minutes and submitting them to the WCRI Main Office.
4. Submitting the minutes of each meeting to the WCRI Main Office before the end of term
5. Taking minutes at any other meetings occurring in the Division, should the Division Manager or DC Chairperson request them (for example: taking minutes at a Management Meeting).

Part II: Requirements for Minutes

The typed minutes for each DC or Division General Meeting must include:

1. The name of the body meeting (for example: South Division Council Meeting),.
2. The date and time of the meeting.
3. The location of the meeting.
4. The name of the chairperson presiding.,
5. The name of the note-taker or recording secretary.
6. The names and positions of all attendees, where the attendance list is not prohibitively long (for example: at a Division General Meeting, "South Management Team and 80-90 South Members" would be sufficient).
7. Each Agenda Item, in a separate section, with its own heading.,
8. All relevant points reported or discussed, in point form.
9. All motions made, including the name of the Member who instigated the motion and the name of the Member who seconded the motion.
10. All votes taken, including the number of members voting for, voting against and abstaining. Note that this does not include informal "straw votes" (for example: a vote to determine the most convenient time to schedule the next DC meeting). An example of the standard format for recording votes is 4-2-0, to indicate 4 votes in favor, 2 votes against and no abstentions. Voters may, if they wish, ask to have their name noted next to their abstention or disapproval.
11. The time at which the meeting was called to order and the time at which it was adjourned.

Interim Division Chairperson Policy

(Introduced and Approved by B-Division D.C. in July 2002)

(Note that, in this policy, the masculine shall include the feminine and the singular shall include the plural)

Part I: Selection

1. Before the distribution of the Division Manager (DM) Final Evaluations, the DC shall appoint a willing member to the position of Interim Division Chairperson for the following term.
2. The Interim Division Chairperson shall be a member of the division for the current term who will also be living in the division for the next term.
3. The Interim Division Chairperson shall be selected from the following list (in order of precedence):
 - a) the current Division Chairperson;
 - b) any current member of DC;
 - c) a member at large.

Note: The DC may not appoint either the current or the following term's DM to the position of Interim Division Chairperson.

Part II: Credit

1. The Interim Division Chairperson shall be granted full credit for the term immediately subsequent to their selection.

Part III: Duties

1. Prior to the first division General Meeting of the term, the Interim Division Chairperson shall review the division Constitution and division policies with the DM, emphasizing any recent changes or neglected procedures.
2. At least three (3) days prior to the selection of the first member of Division Council, the Interim Division Chairperson shall post prominently about the division a description and advertisement for all elected positions, including Division Council Representative, Division Chairperson, Judicial, Secretary/Treasure, and all other elected positions at the discretion of the DM's COW system.
3. The Interim Division Chairperson shall be responsible for calling and chairing the first Division General Meeting of the term in accordance with the Constitution. The Interim Division Chairperson is responsible for preparing the agenda of said division General Meeting.
4. In the event that the Interim Division Chairperson is running for the position of Division Chairperson, the DM shall facilitate the first division General Meeting until the election of Division Chairperson is complete. Regardless of the outcome of the election, the Interim Division Chairperson shall chair the remainder of the meeting.