

**November 23, 2009.**

## **A.C.O. Objectives, Procedures and Committees**

### **A.C.O. PORT HOPE**

1. A.C.O. Port Hope is a branch of the Architectural Conservancy of Ontario and operates under its charter and bylaws.

#### **OBJECTIVES:**

1. To preserve and protect buildings and structures of architectural merit and places of natural beauty or interest.
2. To advocate the said objectives by use of educational initiatives and preservation of written material.
3. To assist in restoration efforts with financial support.
4. To provide knowledge based advice for preservation and restoration projects.

(Refer to the Architectural Conservancy of Ontario Bylaw Number 1.)

#### **THE BOARD:**

1. The function of the Board is to promote and guard the interests of the Port Hope Branch of the A.C.O.
2. The Board shall consist of Past President, President, Vice President, Secretary, Treasurer, plus at least 4 more members and an ex-officio member: the Advisor.
3. The Executive Committee shall be Past President, President, Vice President, Secretary and Treasurer.

#### **OPERATION OF THE BOARD:**

1. Meetings shall be held monthly except for August.
2. Meetings will operate under traditional parliamentary procedures. The chair (President) is responsible for maintaining order.
3. A motion will pass with a majority vote.
4. Board members are expected to attend all meetings. An absence of greater than 2 consecutive meetings should be discussed with the chair.
5. The President may request a report from any committee chair and will notify the

committee chairs of any discussions pertaining to that committee.

6. Particularly complex or contentious motions may be circulated to the Board prior to a subsequent meeting.
7. In exceptional circumstances a Board vote may be recorded by e-mail or phone at the discretion of the chair.
8. All communications to the public, or outside agencies, must be approved by the Board or the executive committee prior to release. (Except in the production of the newsletter or from a board member pre-approved to handle communications.)
9. All discussions at the Board meetings are privileged and must not be taken beyond the Board. Note: Emails are to be confidential to the Board.
10. All correspondence to be dealt with at a meeting should be sent to the Chair one week prior to the meeting.
11. The Chair does not have a vote except to break a tie and may choose to abstain thereby bringing the motion to a close. The Advisor is an ex-officio member without a vote.
12. A Board meeting must have a quorum.
13. Any conflict of interest re the discussion or motion at a Board meeting shall be declared by the member who will refrain from voting on the matter.
14. The A.C.O. does not pay any member for serving but will cover out of pocket expenses of individuals undertaking work approved by the Board. The expenses incurred for the President's attendance at the Provincial A.C.O., A.G.M. will be paid.
15. The Board shall appoint a representative to Heritage Port Hope and to the Provincial Council of the A.C.O. and may appoint a member to other local groups of related interest, e.g. the Pier Group or Friends of Wesleyville Committee.
16. A motion to ratify all the actions of the Board in the previous year will be made at the A.G.M.
17. All committees will provide a report including activities and financial statements to the treasurer and president at least 2 weeks prior to the A.G.M. The reports will be presented at the A.G.M.
18. At the first meeting of a new Board new members will be presented with a Board information binder.

## **ELECTIONS:**

1. A nominating committee will be struck by the Board 6 months prior to the Annual General Meeting. This committee will consist of the past president, one Board member and one individual from the membership.

2. A call for interested volunteers will be published.
3. Board members will be chosen whenever possible from people experienced in related fields of expertise, cultural board experience or a commitment to the objectives of the A.C.O. The A.C.O. advisor will be a person with significant history of experience with the A.C.O. Candidates for President should have 2 years experience on the Board.
4. The nominating committee will present their slate of nominees to the Board together with background information.
5. The Board will vote on the slate of candidates.
6. A list of the candidates will be circulated to the membership prior to the A.G.M.
7. The President will call for nominations from the floor at the A.G.M.
8. The election of the members of the Board will be held at the A.G.M.
9. When a vacancy occurs mid-term the Board may appoint a replacement.

#### **COMMITTEES:**

1. The Board may appoint a committee for any purpose within the stated objectives of the A.C.O.
2. The A.C.O. may use a committee to raise funds through special projects or events to facilitate the objectives as stated.
3. A committee will have a chairperson approved by the Board and any member or members chosen from the A.C.O. membership.
4. Committee chairs will report to the Board at the request of the President.
5. A Board member may be chosen as a committee chair, but a committee chair is not required to be a Board member.
6. Committees will bring a budget to the Board for approval annually. Any extraordinary expense beyond the approved budget above \$1,000.00 requires Board approval.
7. Net profits of any projects will be handed over to the Board Treasurer together with a Financial Report.
8. Any significant change in the committee goals or activities must be approved by the Board.
9. Committee chairs will present a report within 3 months of the event for closure.
10. At the invitation of the Chair a Committee Chair may attend Board meetings but they do not have a vote. Committee Chairs (who are not Board members) and members of

presentation groups will not vote.

11. Committees will present a report and financial statement to the President and Treasurer at least 2 weeks prior to the A.G.M.

**Current Committees Include -**

Antiques & Artifacts Auction  
Bus Tour  
Education  
Garden Tour  
House Tour  
News Letter (*A.C.O. Matters*)

**Projects:**

Property Management  
Public Relations  
Scholarships  
Social