**PURPOSE OF AREA COUNCIL**

* To support girls and Guiders in experiencing unique opportunities
* To facilitate Guider development through education and experience
* As active members of BC Council we strive to meet the strategic priorities of Girl Guides of Canada – Guides du Canada https://girlguides.ca/WEB/Documents/GGC/parents/who\_we\_are/strategic-plan/Strategic\_Plan\_2018-2020.pdf**.**

**MEETING PRINCIPLES**

- We take the time to get to know each other and share in laughter, fun and friendship.

- We are committed to the success of Area Council by being prompt, being prepared to contribute, utilizing our active listening skills, and being thoughtful and focussed in our responses.

- We pay attention to the quieter members of Council by creating a space for everyone to actively participate.

- We make decisions in a timely manner, and balance the needs of the local members with the interests of Girl Guides of Canada at all other levels.

- We support decisions by moving forward as a collective group in a positive manner.

- We bring forward past successes and look to the future with excitement.

- We have the courage to be open minded, creatively pursue options and challenge ideas in a respectful manner.

- We are accountable to ourselves and to each other.

**MEMBERSHIP – SOUTHERN VANCOUVER ISLAND AREA COUNCIL**

**Voting Members**

* Area Commissioner(s) 1 vote only and only in the case of a tie
* Deputy Commissioner(s) 1 vote each
* Area Treasurer
* District Commissioner or designate 1 vote per District; 11 total
* Area Training Adviser
* Area Camping Adviser
* Area Program Adviser
* Area PR Adviser
* Area International Adviser
* Membership Adviser

Total votes 18 Required for quorum 10

**Non-Voting Members**

* Secretary

**Other**

* Any Southern Vancouver Island Area Member may request to attend an Area Council meeting but should be aware that they may be asked to leave the meeting for confidential discussions. She may not vote.
* The following Area level Members may be invited to attend Area Meetings and may have a voice when invited:
* Awards Adviser
* IMIS Specialist

**COUNCIL AND COMMITTEE STRUCTURE**

**Area Council**

**VOICE AND VOTE**

- All members of Council and Area members have a voice

- Voting and non-voting members of Council are noted under membership.

- A delegate for a voting member has a voice and vote at the meeting.

- The Area Commissioner has a tie breaking vote only for Area Council.

- Deputy Area/District Commissioners only have a vote when they are replacing their respective Commissioner or Adviser.

- When two Co-Commissioners or others, sharing a position, are both present at a meeting, only one may vote. At the start of the meeting, they shall inform the Secretary which member will be the voting party

**DECISION MAKING**

- Discussions and decisions not requiring a motion will strive to achieve consensus.

- When a motion is to be voted upon, a quorum must be present.

- Email voting is acceptable. The deadline for the vote will be stated, and will be no less than three (3) calendar days from the date the motion is sent. No late replies will be accepted.

- Quorum: Fifty (50) percent plus 1 of voting members in occupied positions.

- Council Vote: Fifty (50) percent plus 1 of voting members present at the meeting, who have not abstained from the vote.

- Executive Vote: Majority of voting members present at the meeting who have not abstained from the vote.

**TERMS OF APPOINTMENT**

- The Area Commissioner or the Co-Commissioner is selected and appointed by BC Council, through nominations from Area Council.

- District Commissioners are selected and appointed by the Area Commissioner with nominations from District members and other members of Area Council.

- The Deputy Area Commissioner, Secretary, and Treasurer are appointed by the Area Commissioner.

- The Advisers and Members-At-Large are appointed by the Area Commissioner. Nominations may be held.

- All terms are three years, except for the Treasurer, who is re-appointed annually to a maximum of five years.

- Term end date for Area and Deputy Commissioners is determined by BC Council – currently term ends at the BC Council AGM

- Term end date for Area Advisers, District Commissioners, Treasurer and Secretary is June 15th of the applicable year.

**RESPONSIBILITIES**

- Area Council member responsibilities are referenced in the separate document entitled Southern Vancouver Island Area Council Responsibilities and Communications Guidelines.

**TERMS OF REFERENCE – STANDING AND AD HOC COMMITTEES**

Each Committee, both standing and ad hoc, shall consist of the following persons. Each Committee will submit this structure and position titles of personnel in place to the Area Commissioner(s) before the first Area meeting of each Guiding year.

**Voting Members**

* Committee Chair
* Treasurer (if any financial resources involved)
* Secretary
* Guider Representatives (i.e. Camping Adviser, Program Adviser) as applicable to the specific committee.

**Non-Voting Members**

* Members at large (maximum two)
* Specialized resource person (i.e. camp maintenance, waterfront)

**TERMS OF APPPOINTMENT**

- The Chair (or Adviser who holds the position of Chair) is selected and appointed by the Area Commissioner with nominations from Area Council members and members of the committee.

- The Treasurer and Secretary are appointed by the Chair, with the approval of Area Commissioner(s). Nominations may be held.

- Specialized resource persons are appointed by the Chair, with the approval of the Area Commissioner(s) and the members of the committee.

- Members-At-Large are appointed by Chair, with the approval of the Area Commissioner(s). Nominations may be held.

- All terms are three years, except for the Treasurer, who is re-appointed annually to a maximum of five years.