

# EASTERN MARINE BR. 161

## POLICY MANUAL

Each article prescribed herein is a Branch policy originating from the latest approved By-Laws of Eastern Marine Br. 161 and references the applicable Branch By-law for further directive [ref: Branch By-law Article XII Branch Policy].

### 1. **ELECTION OF OFFICERS AND EXECUTIVE AT LARGE** *[ref: Branch By-law Article IV Qualification to Vote and/or Hold Office]:*

- a) Must have been a Branch member in good standing for 12 months immediately preceding the election to be eligible for election to the Branch Executive;
- b) Members are required to serve a one-year term on the Branch Executive to be eligible to be elected Vice President;
- c) To be elected to the office of President, a member must have been a member in good standing for one year, must have attended a minimum of six (6) general meetings during the current election year, and must have served a minimum of one year as a Branch Officer;
- d) Installation of Officers will immediately follow the election.

### 2. **COMMITTEES** *[ref: Branch By-laws Article VI Committees]:*

#### a) **GENERAL**

The President shall assign his committee chairperson from the members of the Branch executive who will add members from the general membership at large so as to ensure an adequate work force on each committee. No member of the executive shall serve as chairman of more than one committee, or serve as a member of more than two standing committees plus the Poppy Committee.

#### b) **Duties of:**

- i. The Executive is responsible to appoint contractors as may be required for the better working of the Branch, and determine, where necessary, contract wages or remuneration to be made, after the membership approves the budget for a project or expenditure;

- ii. The Executive shall meet at the call of the President, or upon written request to the President signed by a majority of the Executive, and in the latter case a three (3) day notice of such meeting shall be required;
- iii. All committees shall present their recommendations to the executive committee for approval. When approval is given for any change, such decision shall be read at the next general meeting;
- iv. All committee chairpersons will submit a written financial report to the executive committee monthly.

**c) STANDING COMMITTEES**

- i. In addition to the minimum mandatory standing committees prescribed by by-laws, branch standing committees may be House, Ways and Means, Bingo, Bar, Finance and By-Laws, and other committees as may be deemed necessary;
- ii. The duties of such committees shall be laid down by the executive in office;
- iii. Other special committees may be elected at the discretion of the Branch, but such committees shall cease to exist immediately following the completion and report of a special duty.

**d) NOMINATING COMMITTEE**

- i. A nominating committee of three members who have been a member of the Branch in good standing for one year shall be appointed at the regular September meeting;
- ii. They are to prepare a list of nominees suitable for the offices of Sergeant-at-Arms, Executive-at-Large, President, Vice Presidents, Treasurer, Service Officer, Chaplain, and Secretary;
- iii. The committee shall stand from the time of election until the General meeting in September and shall be required to act at any time to fill office vacancies;
- iv. Members serving on the committee will be eligible to run for office at the election of officers in December.

**e) PAST PRESIDENTS' COMMITTEE**

The past presidents of the Branch shall form the Past Presidents' Committee, whose duties will be Honours and Awards, and to meet at the call of the President or Executive Committee when required for

consultation and recommendations on matters of by-laws, resolutions, and finance.

### **3. MEETINGS** *[ref: Branch By-laws Article VII Meetings]*

#### **a) ANNUAL MEETING**

- i. All committee reports shall be presented at the Annual Meeting for the preceding year;
- ii. The Branch Secretary shall give notice regarding the meeting to each voting member in good standing at least four (4) days before the date of the meeting. Such notice shall be given by news media or by a method deemed necessary by the President.

#### **b) EMERGENCY**

- i. Such meetings shall be called in addition to (not in lieu of) regular meetings, and may be called by the President when that office deems it necessary;
- ii. Notice of such meetings shall be given by the Branch Secretary via e-mail and notice posted in the Branch;

### **4. FINANCES** *[ref: Branch By-laws Article X Finance]*

- a) The annual dues of the Branch shall be set at the September general meeting;
- b) A notice of motion shall be made at the regular monthly meeting, and posted in the Branch, one month in advance of the regular monthly meeting where the debate and vote shall be held on matters of expenditures exceeding five thousand dollars except in emergency situations as determined by the Branch Officers.

### **5. SOCIAL AMENITIES**

All members in good standing will be allowed to sign in ten (10) guests and will be responsible for same.