

# SPECIAL OLYMPICS BRITISH COLUMBIA POLICY MANUAL

Section: **ADMINISTRATION**

Policy: Local Committee Meetings - Annual Meeting and Regular Meetings

Effective Date: April 1999

Revised: September 16, 2026

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## **PART 1 - INTERPRETATION**

1. (a) In this policy, unless the context otherwise requires:
  - (i) **“Local”** means the geographical area of operations established and approved by the Board of Directors of Special Olympics British Columbia Society;
  - (ii) **“Local Committee”** means the committee of Local Members duly elected at the Local’s Annual Meeting;
  - (iii) **“Local Member”** means those persons who are currently registered as an athlete or volunteer and who subscribe to and meet the conditions established by the Board of Directors of Special Olympics British Columbia Society;
  - (iv) **“Region”** means the grouping of Locals established and approved by the Board of Directors of Special Olympics British Columbia Society; and
  - (v) **“Society”** and/or **“SOBC”** means the Special Olympics British Columbia Society.
- (b) Words importing the singular include the plural and vice versa; and words importing a gender include the male and female gender.

## **PART 2 - ACCOUNTABILITY**

2. Local Committees are accountable to the Board of Directors of SOBC and are responsible for the operations of SOBC programs within their geographical area. All Locals and Regions of SOBC must abide by the policies, guidelines, procedures, and philosophies established by the Board of Directors of SOBC and Pan Canadian policies established by Special Olympics Canada.

## **PART 3 - NAME**

3. All Locals shall be known as Special Olympics British Columbia - (name of community) and all Regions shall be known as Special Olympics British Columbia – (name of region).

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## **PART 4 - ANNUAL MEETING**

4. A Local Annual Meeting must be held once per calendar year between May 1<sup>st</sup> and June 30<sup>th</sup>.

The purpose of the Local Annual Meeting is to:

- (a) Report on the sport programs and highlights of operations of the Local,
- (b) Review the financial standing of the Local; and
- (c) Elect the Local Committee to serve for the following year

### **5. NOTICE OF ANNUAL MEETING -**

Notice of a Local's Annual Meeting must be sent by mail, email, hand delivered or be reasonably and publicly advertised so that every Local Member shown on the register of Local Members receives notice of the Annual Meeting 30 days prior to the Annual Meeting.

There may be times that it is deemed to be in the best interests of a Local to not host an Annual Meeting. The Executive Committee of the Board of Directors of SOBC may, at their sole discretion, postpone or cancel a Local's Annual Meeting, or authorize the Local to postpone or cancel an Annual Meeting. In such cases, SOBC staff may be authorized by the Executive Committee to oversee the operations of the Local. Unless so advised or authorized, all Locals must host an Annual Meeting annually by the end of June in the current fiscal year.

### **6. VOTING ELIGIBILITY AT ANNUAL MEETING -**

The Provincial Office's list of registered volunteers and athletes whose registration forms have been received by the Provincial Office by 4:30 pm., 14 days in advance of the Local's Annual Meeting shall be deemed to be the official list of Local Members eligible to attend and vote at a Local's Annual Meeting.

In addition, for registered volunteers to be eligible to attend and vote at the Annual Meeting they must have volunteered for the Local a minimum of 14 hours in the program or administrative area in the past year and have met the criteria established in the SOBC volunteer screening policy [administration-volunteer-screening-policy-2026.pdf](#). For additional clarity, voting is limited to those volunteers who maintain an ongoing involvement in the Local. Those volunteers involved solely in one-day special events may not vote.

### **7. LOCAL COMMITTEE COMPOSITION -**

- A minimum of five volunteers is needed to form a Local Committee. Locals who are unable to meet this requirement must receive the written approval of SOBC's Vice President, Sport & Program to operate with less

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than five volunteers. An on-going review will be done quarterly of those committee's operating with less than the required minimum. It will at that time be determined by the VP of Sport & Program as to whether they can continue to be operational.

- The following positions must form part of the Local Committee's structure to operate –
  - a Local Coordinator
  - b Registration Coordinator
  - c Treasurer; and
  - d Volunteer or Program Coordinator.
- The core approved Committee roles that may hold a position and vote are the following:
  - i Local Coordinator
  - ii Program Coordinator
  - iii Volunteer Coordinator
  - iv Registration Coordinator
  - v Treasurer
  - vi Fundraising Coordinator
  - vii PR Coordinator
  - viii Secretary
  - ix Athlete Representative
- The Athlete Representative may be supported, if necessary, at Local Committee meetings by the Athlete Liaison who is a Local Member & who's role is to support the local athlete leadership council. The Athlete Liaison does not have a vote at the committee table and must abide by all meeting rules including confidentiality.
- Local Committee members may determine the need for supporting positions in the form of Sub committee roles. This subset of positions are appointed by the Local Committee based on need and must have a defined role & responsibilities. Sub committee roles should only be put in place to support and/or carry out delegated responsibilities within a defined scope of the Local's operations. These sub committee positions work closely with & report to those core approved committee roles they are appointed under. Sub committee members do not attend regularly scheduled meetings, nor do they have an official vote. **Special Olympics BC does not recognize as a position, Members at Large.**

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## **8. ELECTION OF LOCAL COMMITTEE -**

- (a) Local Committee members may be elected or nominated for further involvement at the Local's Annual Meeting.
- (b) All Committee roles will be assumed open and available at the time of the Annual Meeting. The Chair of the meeting will announce, in an orderly fashion, those positions and call for any nominations.
- (c) Candidates may be nominated from the floor and at which time they will have an opportunity to share their skill sets and specific vested interest in that position. Once all candidates for a position have been heard the Chair will call for a vote from the floor & candidates will be elected by a majority vote of those Local Members eligible to vote.
- (d) Candidates nominated must be eligible to vote in the election and be present at the meeting to confirm their willingness to let their name stand. If a candidate is unable to attend the meeting, but would like their name to stand, they may confirm their willingness to stand by writing a letter indicating such & including the requested information of 8 (c). A Local Member who will be in attendance at the Annual Meeting must witness (sign) the letter.
- (e) If no Local Member is prepared to accept a Local Committee position, and an individual who is not a Local Member is willing to put their name forward for that role, this individual would meet with the serving Local Coordinator after the Annual Meeting to discuss the role and responsibilities. If this individual is still interested in the position, the Local Committee members will then review their application, skill set, and vested interests and, if appropriate, conduct a vote to appoint them into that position for the current year. This individual shall not have a vote on any issue, or be deemed to be officially a member, until they have met the requirements to be a Local Member per the SOBC volunteer screening policy.
- (f) Local Committee members are elected for a one-year term but may choose to let their name stand for re-election at the Annual Meeting.
- (g) Those elected shall take office immediately following the close of the Annual Meeting. All records and documents held by departing Local Committee members must be given to the incoming committee member within two weeks of the change in office.
- (h) Guests may be invited to attend and observe an Annual Meeting but shall have no voting or speaking privileges unless they have been granted speaking privileges in advance of the meeting or, at the meeting, in response to due process.

## **9. LOCAL COMMITTEE VACANCIES -**

If any Local Committee position is not filled at the Annual Meeting, or becomes vacant throughout the year, those elected to the Local Committee may recruit an individual to fill the position. Local Committee members may appoint recruited individuals to vacant

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positions with majority support. Such appointments should be recorded as official in the meeting minutes. In such situations, this person would be required to be eligible to be elected and must stand for election at the next regularly scheduled Annual Meeting if they would like to continue their involvement on the Local Committee.

## **PART 5 - LOCAL COMMITTEE REGULAR MEETINGS**

### **10. MEETING FORMAT AND NOTICE REQUIREMENTS -**

Regular Meetings will be held a minimum of 10 times per year, at a time and public location that is convenient to the majority of the Local Committee members. This space should offer an environment where official business can be discussed and confidentiality and privacy are maintained at all times. At no time should an in-person committee meeting be held in a place of personal residence. For those attending meetings virtually, it is imperative to ensure that the space being used is secure for privacy and confidentiality. Notice of a Regular Meeting must be given no less than one week prior to the meeting. The Local Coordinator will be responsible for calling and chairing such meeting or delegating such responsibility in his/her absence to a member of the Local Committee. Where questions arise, Perry's Rules of Order will be followed (for clarification of Perry's Rules of Order – see link here - contact the Provincial Office).

### **11. VOTING PROCEDURES AT LOCAL COMMITTEE MEETINGS -**

- (a) An elected Local Committee member in good standing and present at a Local Committee meeting is entitled to one vote.
- (b) Voting is by show of hands.
- (c) Voting by proxy is not permitted.
- (d) A Local Committee member may request that voting be by secret ballot.
- (e) Only elected Local Committee members in good standing may propose motions at a Local Committee meeting. No such motion need be seconded, and the Chair may move or propose a motion.
- (f) In case of a tie vote, the Chair does not have a casting or second vote in addition to the vote to which he/she is entitled as a Local Committee member, and the proposed motion is defeated.
- (g) Motions and voting by elected Local Committee members may, for issues that require a resolution before the next scheduled meeting, be conducted via phone calls and/or email. A time period & deadline for voting would be stipulated allowing every Local Committee member the opportunity to vote. In the event a Local Committee member feels further discussion is required, the issue up for vote would be tabled until the next Local Committee meeting. Should a vote be conducted by phone or email, a record of the motion and its outcome must be recorded in the next Local Committee meeting minutes along with a detailed record of who voted on the issue.

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## **PART 6 - QUORUM**

12. A quorum for both the Annual and Local Committee meetings will be more than 50% of the Local committee. For clarity, if the Local Committee has 5 duly elected members the quorum required is 3 Local Committee members, if the Local Committee has 6 duly elected members the quorum required is 4 Local Committee members, and so on.

No business shall be conducted at a Local meeting unless a quorum is present. If a Local Committee is not able to achieve quorum for two consecutive meetings, those in attendance may ask the Provincial Office to approve the actions required to carry on the operations of the Local. Depending on the issues, the Provincial Office may ask the SOBC Leadership Council for their guidance and input.

## **PART 7 - MINUTES AND RECORD KEEPING**

13. Minutes shall be taken of all meetings of the Local Committee (both Annual and Regular Meetings). These minutes shall include:
- The time, date and place of the meeting.
  - The names of those in attendance.
  - An accurate record of important discussions, decisions, and proceedings arising from these meetings.
  - A summary of the financial report as presented.
14. Any Local Member may request to view copies of minutes of any Local meetings. Copies of all minutes of Local meetings must be forwarded to the Regional Coordinator and Provincial Office through the SOBC Community Development staff for that Local within 14 days of the meeting.
15. Minutes and financial records of the Local must be kept for seven years. After seven years these records may be destroyed.
16. Different regulatory agencies such as Gaming and Canada Customs may require records to be kept for different periods of time. Direction will be provided by the Provincial Office as and when required.