



POLICY GUIDELINES

DISTRICT 5

ONTARIO ASSOCIATION OF AGRICULTURAL SOCIETIES

ADOPTED ON OCTOBER 29, 2016

SECTION 1: Purpose

The purpose of the District Policy Guidelines document is to provide the following:

- a. To replace the document entitled *Constitution Ontario Association of Agricultural Societies District No. 5* and ensure that District Five (5) is conforming to standards set by the Ontario Association of Agricultural Societies (OAAS).
- b. To keep an up-to-date record of important District decisions without having to review complete Minutes of past District meetings.
- c. To inform the District Executive and the Member Societies of their duties and responsibilities within the District.
- d. To provide new members with a better insight into how the District should function in relationship to the Member Societies.

SECTION 2: Governing By-Laws

1. District 5 shall abide by:
 - a. Agricultural and Horticultural Organizations Act, R.S.O. 1990, c.A.9
 - b. Section 8 of the By-Laws of the OAAS

SECTION 3: Membership

1. District 5 shall consist of the following Regions and Societies:
 - a. Dufferin County: Grand Valley Agricultural Society (Grand Valley Fair), Orangeville Agricultural Society (Orangeville Fair), Shelburne & District Agricultural Society (Shelburne Fair)
 - b. Halton Region: Acton Agricultural Society (Acton Fair), Country Heritage Agricultural Society (Country Heritage Park), Georgetown Agricultural Society (Georgetown Fair), Halton Agricultural Society (Milton Fair)
 - c. Region of Peel - Albion & Bolton Agricultural Society, (Bolton Fair), Caledon Agricultural Society (Caledon Fair), Region of Peel Agricultural Society (Brampton Fair)
 - d. Simcoe County - Beeton & District Agricultural Society (Beeton Fair), Coldwater & District Agricultural Society (Coldwater Fair), Cookstown Agricultural Society (Cookstown Fair), Essa & District Agricultural Society (Barrie Fair), Flos Township Agricultural Society (Elmvale Fair), Collingwood Agricultural Society (Great Northern Exhibition), Orillia & District Agricultural Society (Orillia Fair), Oro Agricultural Society (Oro Worlds Fair), Ramona Agricultural Society (Ramona Fair)
 - e. York Region - Markham & East York Agricultural Society (Markham Fair), Schomberg Agricultural Society (Schomberg Fair), Sutton Agricultural Society (Sutton Fair & Horse Show), Woodbridge Agricultural Society (Woodbridge Fair)
 - f. City of Toronto – Canadian National Exhibition (Canadian National Exhibition)

2. Members of District 5 will endeavor to maintain and promote standards in agriculture by:
 - a. Holding an Annual Meeting of delegates from all Member Societies for the purpose of receiving reports, hearing and discussing relevant topics and papers, considering the problems of agriculture, the adoption of resolutions and recommendations and generally to encourage Agricultural Societies in their improvement of work and rural life in the area.
 - b. The making awards for meritorious agricultural or community achievements.
 - c. The awarding of a District Recognition to any Director who serves on the Executive of the OAAS.
 - d. Generally giving assistance and leadership to Member Societies and when required and/or requested holding workshops and judging schools for educating and up-dating.

SECTION 4: District Meetings

1. The following protocol shall be exercised when organizing and conducting a meeting:
 - a. There will be a minimum of two meetings held per year:
 - i. The Annual Meeting – see section 4.2
 - ii. The Spring Meeting – see section 4.3
 - b. The District Directors, along with assistance from their respective Associate Directors, Provincial Director, Treasurer and Secretary or Secretary-Treasurer, and with consultation of the host Society, shall plan an educational and entertaining program for each meeting.
 - c. Notice of meetings is to be given in writing, and sent by mail and/or electronic mail to each Member Society in advance.
 - d. The order of business shall be as given in Bourinot's Rules of Order (see schedule A for a summary), or as set up by the District Executive.
 - e. The meeting Chair shall be chosen from the District Executive.
 - f. At all meetings of the District, only delegates duly appointed by Member Societies shall be entitled to vote. A maximum of five delegates per Member Society shall be allowed to vote at a meeting. The Society must be in good standing in order for the members to be allowed to vote.
 - g. The method of voting shall be by a show of hands but any member can request a closed ballot. The request must be provided in writing and given to a member of the District Executive.

Section 4.2: Annual Meeting

2. The District Executive shall organize a meeting in the fall of each year which shall be referred to as the Annual Meeting.
3. The meeting will be held as soon as possible after the last fair in the District and following the Provincial Fall Board Meeting with a voluntary Host Society designating the location.

4. Location to rotate, as much as possible, within the district to serve all areas of the district.
5. An initial planning meeting will comprise of the District Executive and up to six members from the Host Society (see Appendix C for responsibilities of the District and Host Society).
6. All Member Societies shall receive notice of the meeting at least one (1) month in advance.
7. The cost of registration will be \$30.00 per person; \$25.00 of the fee will be given to the Host Society and \$5.00 will be kept at the District.
8. Member Societies in good standing shall be entitled to appoint five (5) voting delegates.
 - a. Maximum number of voting delegates 120 plus District Executive minus the meeting Chair, Secretary and Treasurer or Secretary-Treasurer.
 - b. Quorum shall be a minimum of 50 voting delegates with 50% of the Member Societies represented by a voting delegate and in good standing.
9. At each meeting, a Society wishing to host an Annual Meeting should let their intentions be known to the District Executive as to allow for adequate planning and preparation time.
10. Elections and appointments shall take place for the District Executive.

Section 4.3: Spring Meeting

11. The District Executive shall organize a semi-annual meeting in the spring of each year which shall be referred to as the Spring Meeting.
 - a. The meeting will be held as soon as possible after the Spring Provincial Board Meeting.
 - b. The meeting location shall rotate among the member Societies in the District.
 - c. Selection of the meeting place shall be determined at the same times as the Annual Meeting.
 - d. The main purpose of this meeting shall be educational with a focus on sharing ideas and bringing news from the Provincial Board.
 - e. Member Societies in good standing shall be entitled to appoint two (2) delegates.
 - i. Maximum number of voting delegates 48 plus District Executive minus the meeting Chair, Secretary and Treasurer or Secretary-Treasurer.
 - ii. Quorum shall be a minimum of 25 delegates with 50% of the Member Societies represented by a delegate and in good standing.
12. The cost of registration will be \$10.00 per person, which will be given to the Host Society to cover expenses.

Section 4.4: Special Meeting

13. A Special Meeting may be called by the District Executive for the discussion and debate regarding time sensitive matters.

14. Notice must be given in writing at least two (2) weeks in advance and sent to each Member Society by mail and/or email.
 - a. The nature of the main business to be conducted must be clearly stated.
15. A Special Meeting may also be called by the District membership provided the following conditions are met:
 - b. A signed petition of 50% +1 of the Member Societies stating the specific business to be discussed is received by the Secretary or Secretary-Treasurer.
 - c. Upon notice of receipt from the Secretary or Secretary-Treasurer the District Executive has 45 days to act.
 - d. Notice of the meeting must be given in writing at least two (2) weeks in advance and sent to each Member Society by mail and/or email.
16. All Special Meetings shall be conducted following District protocol (see Section 4,1).

SECTION 5: District Executive

1. The Member Societies will elect and appoint for themselves a District Executive which shall be responsible for the administration of the District on behalf of the Member Societies.
 - a. The elections and appointments shall take place at an Annual Meeting.
2. The Executive shall consist of an Agricultural Director, a Homecraft Director, an Associate Agricultural Director, an Associate Homecraft Director, a Provincial Director, a Secretary and a Treasurer or a Secretary-Treasurer.
3. The Directors shall be elected by the voting delegates.
4. The Secretary and Treasurer or Secretary-Treasurer shall be appointed by the delegates or by the District Directors, subject to the Member's approval and shall hold office during pleasure.
5. The District Executive shall perform the usual duties of their respective offices (see Appendix A and B) and be provided with name plates and ribbons.
6. The term of office for the District Directors shall be one (1) year and may be re-elected the following year but may not hold office for more than a total of four (4) consecutive years.
7. The term of office for the Provincial Director shall be three years (see Schedule B).
8. The term of office for all District Executive will commence immediately following the Annual OAAS Convention in February.
9. A vacancy occurring by death or resignation of any Executive member may be filled for the unexpired portion of their term (see Section 9).

SECTION 6: Finances

1. The following guidelines shall be exercised for the management of the District's finances:
 - a. The Treasurer or Secretary-Treasurer shall administer the District funds.
 - b. The fiscal year shall be from September 1st to August 31st.
 - c. The District accounts shall be reviewed annually and presented at each Annual Meeting for approval of that body.

- i. The reviewer is to be approved by the District Executive.
 - d. All monies expended must have invoices and/or a receipt showing where the money was spent and what was purchased.
 - e. Office expenses such as, but not limited to, postage, photocopies, printing, phone bills, are allowable expenses for the Treasurer and Secretary or Secretary-Treasurer.
 - f. Reasonable expenses such as, but not limited to, mileage, printing, photocopies, will be reimbursed to the District Directors provided;
 - i. The expense has been approved by the Executive.
 - ii. All other District expenses have been paid.
 - iii. Clear documentation is given to the Treasurer or Secretary-Treasurer.
 - g. Expenses associated with awards or plaques may be periodically purchased with prior Executive discussion and approval.
 - h. Expenses associated with guests to a meeting, speakers and/or judges are deemed acceptable with prior Executive discussion and approval.
 - i. The Treasurer or Secretary-Treasurer shall provide the Executive Directors with a monthly financial statement.
- 2. The Annual District fees are to be paid by each Member Society by January of each year.
 - a. The Annual fee, as of November 2, 2013, will be \$60.00 per Member Society.
- 3. The District Directors and Associate Directors may receive an honorarium.
 - a. The amount of the honorarium is to be determined and distributed at the end of the year once all bills of the District have been paid (see Schedule C for Rates).
- 4. The Secretary and Treasurer or Secretary-Treasurer may receive an honorarium plus mileage to meetings (Spring Meeting, AGM Planning Meeting, Annual Meeting and Executive Meetings).
 - a. The amount of the honorarium is to be determined and distributed at the end of the year once all bills of the District have been paid (see Schedule C for Rates).
- 5. Grant monies received from the OAAS will be used to compensate the expenses of fair visits by District Directors.
 - a. The dispersing of monies received will be determined by the Executive.

SECTION 7: Membership Responsibilities

1. To ensure the efficient operation of the District's affairs and events, the responsibilities of members have been defined as follows:
 - a. Member Societies
 - i. Shall ensure their good standing by paying their annual fees to the Treasurer or Secretary-Treasurer by January of each year.
 - ii. Should encourage their members to attend the District meetings.
 - iii. Should inform the District Secretary-Treasurer, before the deadline, of how many delegates will be attending the meeting.

- iv. Are responsible to pay for the number of reservations made for an Annual Meeting.
- v. Should be encouraged to bring twelve copies of their current prize list to the District Meeting in order to exchange lists among all member fairs.
- vi. Should forward the contact information of their fair President, Secretary and Homecraft Director following the fair's annual meeting.
- b. District Executive Members (see also Appendix A and B)
 - i. Work with Host Societies to organize district meetings that are both educational and entertaining.
 - ii. Offer timely assistance and support to Member Societies in the event of an emergency.
 - iii. Prepare and distribute information as the need arises.
 - iv. If requested, prepare and distribute a list of all the contact information for the Member Societies.
 - v. Forward any relevant emails to Member Societies.
 - vi. Ensure that all communications from the Provincial Executive is shared in a timely manner.
 - vii. The District Directors shall, to the best of their ability, visit the fairs of the Member Societies.
 - viii. The Secretary or Secretary-Treasurer shall attend all meetings and take minutes.

SECTION 8: Records

1. A set of records shall be maintained which represent an accurate account of activities within the District.
 - a. All records shall be kept by the Secretary or Secretary-Treasurer and passed onto their successor when a change of office occurs.
 - b. The Secretary or Secretary-Treasurer will send a complete copy of the minutes of each District meeting to the Executive and to all Member Societies.
 - c. The Secretary or Secretary-Treasurer will provide a copy of any related documents to the Member Societies prior to the District meetings.

SECTION 9: Vacancies

1. Should a vacancy occur during a term of office, the District Executive shall appoint someone to temporarily hold such office until the next Annual Meeting at which time an election shall be held for that position.
2. A member of the District Executive shall notify the Provincial OAAS Executive of the vacancy and action taken by the District.
3. Notification of the vacancy and replacement shall be provided to every Member Society in a timely fashion.

SECTION 10: Revisions

1. The Policy Guidelines Document shall be reviewed by the District Executive prior to every Annual Meeting to ensure that the terms are current and relevant to the operation of the District.
2. The Policy Guidelines may be amended, revised or corrected by a majority of the delegates present at an Annual Meeting provided that a Notice of Motion has been given at the previous Annual Meeting, or each Member Society has received the Notice of Motion at least one month prior to the Annual Meeting.
 - a. Amendments, revisions and corrections can be proposed by the District Executive as well as Member Societies.

Appendix A

Roles and Responsibilities of a Provincial Director

1. Have the responsibility of providing direction and vision on behalf of all the Ontario Association of Agricultural Societies.
2. Be aware of the roles and responsibilities of a Provincial Director and are prepared to commit the time and energy to the position.
3. Attend the OAAS Convention, AGM and other OAAS meetings (3 or more) and conference calls and be an active participant at those. (Schedule of Board meetings will be provided 3 years in advance)
4. Be an active and participating member of at least 2 OAAS Committees.
5. Attend all District Director Board Meetings regularly and act as liaison between the District Board and OAAS.
6. Ensure the Societies in your District understand the function of the OAAS. Make it clear to them, they are members of OAAS and that you are their representative on the OAAS Board.
7. Inform the Board immediately if there is a potential conflict of interest.
8. Keep informed on all activities of the OAAS, its board and its committees.
9. Become familiar with the OAAS Constitution and by-laws.
10. Act in accordance with the associations constitution and bylaws, policies and procedures and ensure that they are reviewed and updated as required.
11. Working with the other Board members to ensure that there are clear job descriptions and all staff are trained properly, as required.
12. Working with the other Board members to ensure that there are correct procedures in place for disbursement or receipt of funds, and that insurance is acquired to cover risk, and update as required at the OAAS level.
13. Working with the other Board members to ensure that the organization's programs are regularly evaluated.
14. Consider resigning from the Board if you cannot fulfill the duties and commitments of the position and let the District select another Director.

Appendix B

Roles and Responsibilities of District Directors

A District Agricultural/Homecraft Director will:

1. Attend all District Board and Annual Meetings.
2. Familiarize yourself with the District you represent – number of fairs, dates, locations etc.
3. Keep a current list of key people in each Agricultural Society (President, Secretary, Office Manager, etc.).
4. Make sure the Societies in your District understand the function and benefits of the OAAS.
5. Work with the District Board to ensure that your District Policy Documents are up to date and that Societies in your District have their own constitution and bylaws and that both are understood and used.
6. Assist the Societies in your District to properly word any resolutions or proposals submitted on their behalf. Submitters should refer to the Resolution Factsheet. Submissions should be forwarded to OAAS Office Manager 60 days prior to convention.
7. Encourage the secretaries of the Societies to forward the annual affiliation fees and fair summary information etc. promptly to the Office Manager of the OAAS.
8. Good public relations are important and necessary. You are speaking, as a representative of all the Societies in your District, so be careful of what you say. Be helpful and offer encouragement, not discouragement. Visit as many fairs as may be convenient. Attend your District Society annual meetings.
9. Assist Societies with selection of qualified judges, as requested.
10. Ensure judges' training workshops are organized as needed in your District.
11. Communicate with District Societies throughout the year, to collect information, assist with planning workshops and training sessions.

Appendix C

Annual Meeting Responsibilities of District & Host Society

District

- District pays \$25.00 per person of the \$30.00 registration fee to the Host Society (approx. attendance is 100 – 150 people, secretary to confirm the numbers two weeks before the meeting) once a copy of receipts for expenses is received.
- Judges Fees for OAAS Competitions
- Responsible to obtain judges for OAAS Competitions
- CNE Ambassador travel expenses (if attending)
- Registration – Secretary or Secretary/Treasurer
- District #5 Ambassador Program: Arrange for the Program Co-ordinator and pay their expenses

Host Society

- Responsible for renting facility – if there is a facility charge, first \$150.00 to be paid by the Host Society, balance split 50/50 between Host Society and the District. District will only pay up to a maximum of \$200.00 of the split and balance will be paid by Host Society.
- Responsible for morning coffee/tea/water etc. Host Society decides what to serve i.e. muffins/doughnuts/bread etc.
- Plans the luncheon meal
- Arranges for guest speaker, seminar speakers, and topics in consultation with District #5 representatives
- Responsible for speaker's cost and thank you gift
- Arranges for poster judge (District #5 pays the judge \$25.00)
- Pays the registration fee for any guests they invite i.e. local dignitaries etc.
- Work with District #5 representatives regarding Agenda items and schedule

Room Requirements

- Registration area – needs a 4 x 8' table
- Morning coffee area
- Ambassador Room all day
- Seminar Rooms (if needed) – 3 rooms with approx. 20 chairs with a small table
- Quilt Display (approx. 38 quilts) – 4 x 8' tables for judging of quilts and a way of displaying the quilts
- OAAS Culinary Competitions – 3 tables – location to judge and display
- Poster Competitions – location to judge and display
- Fair Displays – 12 x 6' tables or equivalent

- Room for lunch and main meeting:
 - This room can be also be used for seminars after lunch if needed
 - Round tables with chairs to seat 8 people for each table or equivalent
 - Podium and sound system
 - Tables for food service
 - Garbage and recycling containers
 - Signage – for parking and rooms

Additional People (Volunteer) Requirements – Host Society to provide

- Minimum of four (4) volunteers for the quilts to help take in, label, display and record
- Volunteer to bring 1st, 2nd and 3rd place prize winners from the Hand and Machine Quilt classes to hang and make ready to show the general meeting after the judging. The winners will be announced after lunch.
- Three (3) adult volunteers for the OAAS Competitions to help take in, label, display and record.
- Two (2) adult volunteers for Poster Competition to help take in, label, display and record.

Schedule A

Bourinot's Rules of Order Summary

To do this...	You say this...	May you interrupt the speaker?	Must you be seconded?	Is this debatable?	Is this amendable?	How is this decided?
Suspend any normal rules for a specific (typically urgent) reason	I move we suspend the rule... In order to...	No	Yes	Yes	Yes	Consensus
Object to incorrect procedures being used	Point of order (and explain)	Yes	No	No	No	Chair rules
Seek clarification from the previous speaker	Point of information (and explain)	Yes, if urgent	No	No	No	Chair rules
Object to something which prevents your continued participation (eg – excess noise)	Point of privilege (and explain)	Yes, if urgent	No	No	No	Chair rules
Make a motion – any issue except consideration of student fees	I move that...	No	Yes	Yes	Depends, usually Yes	Depends, Usually majority
Make a motion for consideration of student fees and related budgets	I move that...	No	Yes	Yes	Only with the consent of the mover and seconder	Double majority – Majority of members voting plus majority of student members voting
Withdraw a motion	I withdraw my motion (mover only, motion must be on the floor)	No	Original seconder must consent	No	No	Consensus
Change a motion (this may be used to clarify a motion but not negate its intent)	I move that the motion be amended to read...	No	Yes	Yes	Yes	Majority (Or consent of both Mover of the original motion and the Secunder of the Original Motion)
Postpone consideration of a motion	I move that the motion be postponed until...	No	Yes	Yes	No	Majority

To do this...	You say this...	May you interrupt the speaker?	Must you be seconded?	Is this debatable?	Is this amendable?	How is this decided?
End debate on a motion without a vote (debate may continue later in the meeting)	I move that we proceed to the next order of business	No	Yes	No	No	Majority
End debate on a motion and proceed to a vote	I call the question	No	Yes	Yes	No	Majority
Postpone a motion until explicitly recalled	I move that the motion be tabled	No	Yes	No	No	Majority
Recall a tabled motion	I move that the motion be lifted from the table	No	Yes	No	No	Majority
Ask that individual votes be recorded in the minutes	I call for a roll call vote	No	No	No	No	Request granted, but only if 5 or more dissented from the original vote 2/3 majority
Move that a motion from a previous meeting be reconsidered or rescinded	I move that the motion dated ... that reads... be reconsidered/ rescinded	No (advance notice of motion required)	Yes	Yes	No	2/3 majority
Overturn the ruling of the chair	I challenge the chair on...	No	Yes	No	No	Majority
Adjourn a meeting (at any time, including in the middle of debate)	I move we adjourn	No	Yes	No	No	Majority
Consider an item/motion not on the agenda	Not permitted except during "other business" at which point standard speaking and motion rules apply	No	N/A	N/A	N/A	N/A
Consider something out of its scheduled order	I move that the agenda be amended in order to deal with item....	No	No	No	No	Majority

Schedule B
Provincial Director Term Schedule

		YEAR OF PROVINCIAL DIRECTOR ELECTION													
		2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
DISTRICT #	1	x	x			x			x			x			x
	2	x		x			x			x			x		
	3	x			x			x			x			x	
	4	x	x			x			x			x			x
	5	x		x			x			x			x		
	6	x			x			x			x			x	
	7	x	x			x			x			x			x
	8	x		x			x			x			x		
	9	x			x			x			x			x	
	10	x	x			x			x			x			x
	11	x		x			x			x			x		
	12	x			x			x			x			x	
	13	x	x			x			x			x			x
	14	x		x			x			x			x		
	15	x			x			x			x			x	

Schedule C
Rate Schedule

Description	Rate	Detail
District Fee	\$60.00	Annual fee paid by each member society. This must be paid for a Member Society to be considered in good standing.
Meeting Fees		
Spring Meeting	\$10.00	Full amount given to Host Society
Annual Meeting	\$30.00	\$25.00 for Host Society, \$5.00 to District
OAAS Competitions at Annual Meeting		
Prize Money for Quilts	\$100.00	1 st Prize = \$25 / 2 nd Prize = \$15 / 3 rd Prize = \$10 x 2
Prize Money for Culinary Arts *	\$48.00	1 st Prize = \$10 / 2 nd Prize = \$8 / 3 rd Prize = \$6 x 2
Prize Money for Posters	\$72.00	1 st Prize = \$10 / 2 nd Prize = \$8 / 3 rd Prize = \$6 x 3
Quilt Judge	\$50.00	
Culinary Judge	\$50.00	
Poster Judge	\$25.00	
Mileage	\$0.20 / km	
Honorarium		
District Directors	\$400.00	\$200 each for Agricultural and Homecrafts Directors
Associate Directors	\$400.00	\$200 each
Secretary and Treasurer	\$300.00	\$150 each for Secretary and Treasurer
Secretary-Treasurer	\$300.00	

*Currently there are two Culinary Competitions; 60% Whole Wheat Bread and Youth Chocolate Chip Cookie – these are subject to change.

Judging Schools

All fees for judging schools are to be determined by the District Homecrafts Director in consultation with the District Treasurer or Secretary-Treasurer and the District Executive. The maximum amount to be paid to a judge is \$150.00 plus mileage if needed.