



# Secretary's Manual

May 2017

**Special Olympics**  
British Columbia





## Table of Contents

Welcome .....	3
Mission Statement .....	4
Job Description .....	5
Guideline for Taking Minutes .....	6
Meeting Rules and Procedures "Cliff notes Version" .....	7
Sample of Minutes .....	11

## Appendix

Minutes Template .....	14
Local Committee Meetings Policy .....	17



## Welcome

Volunteers are the driving force behind all aspects of Special Olympics BC, acting as Local Committee members, subcommittee members, coaches, and program volunteers. The role of Secretary is integral to all Special Olympics BC Locals. Secretaries keep detailed accounts of what is discussed at monthly Local Committee Meetings, Regional Meetings, and Annual Meetings and ensures that reports are sent to the Community Development staff and Regional Coordinator.

Secretaries are a key component of the Local Committee, and work closely with other Local Committee members including the Local Coordinator and subcommittee members to ensure all tasks are completed. The time and dedication to the Local are the greatest gifts that can be given to the athletes and are greatly appreciated.

The Special Olympics BC website contains many of the resources and information necessary for positions as well as programs, within the Local. This valuable tool can be accessed at any time by visiting [www.specialolympicsbc.ca](http://www.specialolympicsbc.ca) and browsing in the **RESOURCES** section. For further information or questions that may not be found on the website contact your Manager, Community Development.

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## Mission Statement of Special Olympics BC

*Providing individuals with an intellectual disability the opportunity to enhance their life and celebrate personal achievement through positive sport experiences.*

### Principles that guide Special Olympics British Columbia

- Programs are athlete centered and based on the needs and interests of athletes.
- Athletes are encouraged to participate at their level of choice within existing programs.
- Programs are community based, and efforts must be made to ensure that they are accessible to individuals who have an intellectual disability.
- Programs are for individuals who have an intellectual disability
- Our efforts must be dedicated to providing the best quality programs possible given the resources available.
- Special Olympics BC is a volunteer-based organization.
- No person who has an intellectual disability may be denied access to Special Olympics BC programs because they cannot financially afford to participate.
- The safety and well-being of the athletes, volunteers and staff is of prime concern.
- Volunteers and staff are resources to the organization. These resources must be managed properly so that they may grow in a positive environment.
- The goals of those involved with Special Olympics BC will only be achieved if they take full advantage of the opportunities and resources made available to them.
- The athletes who wish to compete must meet certain minimum standards, including regular attendance at, and participation in, training sessions.

### The Oaths of Special Olympics

#### Athlete Oath

Let me win. But if I cannot win, let me be brave in the attempt.

#### Coach Oath

In the name of all coaches, we shall follow written and verbal instructions of Special Olympics officials at all times, have our athletes at the appropriate events and activities at the proper time and abide by the rules and policies, in the spirit of sportsmanship.

#### Official Oath

In the name of all judges and officials, I promise that we shall officiate in these Special Olympics Games with complete impartiality, respecting and abiding by the rules which govern them, in the spirit of sportsmanship.



# Secretary

## JOB DESCRIPTION

Liaise with: Local Coordinator, Local Committee, SOBC Manager, Finance and Administration

Position: Volunteer - Elected by the Local membership

Commitment: 1 Year term (no limit to the number of terms)

## Goals:

- Provide support to the Local Committee regarding correspondence and meeting minutes.

## Specific Accountabilities:

- Record and distribute the minutes of Local Committee meetings to all executive committee members, the Regional Coordinator and the Manager, Community Development within 2 weeks of the meeting date
- Prepare and distribute outgoing communications from Local Committee and write thank you/get well cards as needed
- Assist other committee members with events, fundraisers or initiatives as necessary
- Attend monthly Local Committee meetings



# Taking Meeting Minutes: A Guideline

The following is a guideline for making the task of taking meeting minutes easier!

- Ensure that all of the essential elements are noted, such as type of meeting, name of the organization, date and time, venue, name of the chair (Local Coordinator), main topics, and the time of adjournment. Meetings should include approval of previous minutes and all resolutions.
- Prepare an outline based on the agenda ahead of time, and leave plenty of room for notes. By having the topics already written down, you can jump right on to a new topic without a pause (see appendix for Minutes template).
- Prepare a list of expected attendees and check off the names as people enter the room, or pass an attendance sheet around as the meeting starts.
- It might help to make a map of the seating arrangement to be sure who said what.
- Concentrate on getting the gist of the discussion and take enough notes to summarize later. Think in terms of issues discussed, major points raised and decisions taken.
- Use a recording method that is comfortable for you (ex. notepad, laptop, tape recorder, shorthand).
- As an active participant in the meeting, be prepared; have your questions ready ahead of time.
- Type up minutes as soon as possible so you don't forget.
- Don't be intimidated by the prospect of taking notes!





# Meeting Rules and Procedures

Special Olympics BC Local Committees are required to hold 10 meetings a year, one of which is an Annual Meeting. Members attend meetings to discuss matters within the Local and the Secretary is required to take minutes of the meetings.

Although the Local Coordinator often chairs the meetings, it is helpful to be aware of SOBC meeting rules and procedures to ensure minutes are accurate. The 'Call to Order: Meeting Rules and Procedures for Non-Profit Organizations - Cliff Notes Version' by Herb Perry provides more information on running effective meetings for non-profit organizations. It is included in this manual for reference.

Meetings that run smoothly and efficiently can also be enjoyable and productive and are a great part of being a member of the Local Committee!



# Call to Order: Meeting Rules and Procedures for Non-Profit Organizations

By Herb Perry

"Cliff Notes Version"

## **QUORUM:** Page 16

1. Quorum is the majority, or one more than half the number of persons who are entitled to attend and vote.
2. Meetings cannot be called to order without a quorum.
3. If a quorum is present at the beginning of the meeting and some people have to leave, reducing the number to less than quorum, the meeting can continue if everyone staying agrees.
4. If someone needs to step out due to a conflict of interest, they are still counted for quorum.

## **CALL TO ORDER:** Page 19

1. The meeting starts when the Chair (Local Coordinator) calls the executive to order (this should be at the scheduled time).
2. If the Chair (Local Coordinator) is unexpectedly late, the Program Coordinator or Secretary cannot call the meeting to order until you have waited 15 minutes past the start time of the meeting. Then they would move forward and Chair the meeting.

## **AGENDAS: Page 21**

1. The agenda is for that meeting only.
2. The Chair asks the members to make a motion to "Approve The Agenda" directly following call to order and remarks by Chair.
3. At this time, individuals may move amendments to add or delete items to the agenda.
4. After the agenda, as presented and amended, is approved, the meeting proceeds.

## **OBJECTION TO CONSIDERATION:** Page 23

1. This is when discussion from a committee report takes the meeting in a direction that is not appropriate to the agenda at that time. An Executive member can ask to have that discussion tabled and put under Other Business.





### **OTHER BUSINESS:** Page 25

1. Other business includes items that were not on the agenda as they were received after it was prepared, or an item that an executive member wishes added to the agenda. Each item must be motioned and seconded. If there is no seconder, the item must be held over until the following meeting and put on the original agenda. This is also where the committee can put items that come out of committee reports. They still need to be seconded to be put on the agenda under other business.

### **BUSINESS ARISING:** Page 27

1. No item called "Business Arising from the previous meeting" should appear on an agenda. If an item was tabled until the next meeting, it should appear as an individual agenda item.

### **MOTIONS:** Page 29

1. To place an issue before your committee for discussion, debate, and voting three things need to happen. The issue must have a mover, and a seconder.
2. When a motion has been moved, seconded and accepted, debate and discussion can begin. The mover has the right to speak first and last. The Chair should ensure that every member have one opportunity to speak to each issue.  
Addition questions or comments by an individual may only come if the Chair deems them of value to the discussion.
3. Everyone has the right to vote for, against or abstain from voting on the motions they have moved and seconded.

### **AMENDMENTS:** Page 32

1. Amendments are in fact motions so the same rules apply. You need a mover, seconder and acceptance by the Chair.
2. The amendment must address the motion under consideration.
3. With an amendment, you can add, delete or substitute words or you can divide the motion.
4. You can't amend an amendment.
5. Only one amendment can be on the floor at one time so you must vote on the first amendment before another can be made.

### **MOTION TO REFER:** Page 35

1. If you wish to "Refer" a motion to a sub-committee to take away and gather information on the issue and then bring it back, you can. However, there can still be debate on the issue to allow the sub-committee to know the feelings of the executive.



### TABLING OR POSTPONING: Page 37

1. You can table a motion if you give a specific date as to when the motion will be re-addressed.
2. You can table a motion even if an amendment has been made.
3. You can have debate or discussion around a tabled motion.

### DEBATE: Page 39

1. Discussion begins only after the Chair has accepted a motion.
2. The mover has the right to speak first and last!
3. Executive members should raise their hand, be acknowledged by the Chair and then enter discussion.
4. Remember that you can only speak to an issue once, unless the chair feels the discussion warrants additional comments by the Executive members.
5. All members, including the Chair, need to practice good manners and be considerate of the rights, including the right to differ, and feelings of other members.
6. The Chairperson controls when the debate or discussion is to come to an end.
7. NOTE: you can only interrupt a speaker if you believe that a matter of honor, information, safety or other similar items cannot wait until the speaker finishes.
8. You must raise your hand and be recognized by the Chair. They then ask the reason for the interruption and decide if you may proceed. REMEMBER, you cannot interrupt just because you don't like or agree with the comments.

### VOTING: Page 49

1. There are three types of voting that are used by SOBC:
  - a) Voice Vote
  - b) Show of hands
  - c) Ballot

The most common is voice vote where the Chair says, "All in favor" and the members say, "Aye" or "Nay". You can also have the Chair say, "All in favor" and then have members show their agreement or disagreement by a show of hands. The third way is by Ballot vote, which can be used when the issue under debate requires confidentiality in the voting.

2. Anyone entitled to vote may demand that the vote be by ballot provided the request is made before the vote is taken.
3. **The Chair does not vote** (see Tie Votes)

### TIE VOTES: Page 54

1. Because the Chair doesn't vote, they have the tie-breaking vote on any issue.
2. However, if a vote needs to be unanimous, the Chair's vote would be counted.



### **CONFLICT OF INTEREST: Page 56**

1. If an Executive member has a conflict of interest they shall declare this when the agenda is approved. Once they have, they may neither speak nor vote on any motion or amendment made concerning the matter.
2. If an Executive member declares conflict of interest and needs to step out of the meeting, there is still a quorum.
3. The minutes must record all declarations of conflict of interest.

### **PROXIES: Page 58**

1. Proxies are not permitted at executive meetings.

### **VISITORS RIGHTS: Page 71**

1. Visitors (registered members of the Local but not Executive members) may be permitted to attend any meeting.
2. They would be invited by the Chair and would address the committee on the appropriate agenda item.
3. Visitors are not able to vote on, or enter into discussion on, motions.
4. Executive members may ask that the visitor leave a meeting at any time. The Chair would have to grant that request.

### **SIDE MEETINGS: Page 74**

1. Side meetings will not be permitted at any time during a meeting.
2. When members are being disruptive, the Chair should either wait for them to stop or ask them to stop talking.

### **ADJOURNMENT, RECESS: page 76**

1. The Chair can call a recess at any time.
2. Executive members may call a recess by making a motion. The motion requires a seconder and is debatable.



# Meeting Minutes: Sample

Please see below for a sample of Local Committee Meeting minutes.

SOBC - Local

## Monthly Executive Meeting Minutes

**Date:** April 10<sup>th</sup>, 2017

**Location:** Local

**Call to Order:** 7:00pm

**Present:** John A, John B, John C, Sue A, Sue B, Sue C

**Regrets:** Sue D

**Guests:** None.

1. Call to Order
2. Opening Remarks
3. Call for Additional Agenda Items
4. Review Previous Action Items
5. Approval of Previous Minutes: **MOTION** to approve minutes from March 10<sup>th</sup> meeting made by Sue A and seconded by John A. Moved; all in favour.
6. Coordinator Updates
  - a. Local Coordinators Report
    - i. Outstanding Action Items
      - a. **ACTION ITEM:** Program Coordinator to send coaches email regarding the Making Ethical Decision Course on May 13th **COMPLETED**
      - b. **ACTION ITEM:** Program Coordinator to confirm date for Fall Coaches Meeting **OUTSTANDING**
    - ii. Correspondence from SOBC
    - iii. Community Gaming Grant - submitted May 30<sup>th</sup>
    - iv. Provincial Games
      - a. Need to complete sizing for walk-on uniforms. Mission Staff to go to practices so athletes and coaches can try on sizes.
  - b. Program Coordinator Report
    - i. All spring sports have started
    - ii. Need new basketball coach for the fall as the head coach is stepping down
    - iii. Request to send two soccer coaches to upcoming NCCP - Competition Sport Workshop on May 13/14. Cost to SOBC of \$60.00 per coach plus mileage: **MOTION** to approve funds to send two coaches to course made by Sue B and seconded by Sue C. Moved; all in favour.



### c. Registration Coordinator Report

- i. 123 athletes and 105 volunteers registered this year, up from 119 athletes and 101 volunteers last year
- ii. 10-pin bowling is full, waitlist has been created for new registrations

### d. Volunteer Coordinators Report

- i. Volunteer Appreciation event: June 22<sup>nd</sup>, with AGM  
**ACTION ITEM** → Local Committee members, please RSVP
- ii. Ongoing recruitment of volunteers for Spring/Summer programs
- iii. Programs in need: Golf, Track and Field, Softball

### e. Fundraising Coordinator Report

- i. Working on sponsorships for year-end BBQ and volunteer appreciation event **MOTION** to approve a budget of \$200 to purchase hot dogs, buns, and juice for BBQ made by Sue A and seconded by John B. Moved; all in favour.
- ii. Staples Campaign to run from May 6<sup>th</sup> - 28<sup>th</sup>. Need athletes and coaches to attend at least 4 hours at all Staples locations in Local.  
**ACTION ITEM** → Sue A & John B to organize schedule for athletes and volunteers to attend event; Sue B to contact Staples managers.

### f. Treasurer's Report

Account Balance as of February 28, 2017:	\$ 30,563.00
Total Receipts in February:	\$ 0.00
Total Payments in February:	\$ 105.96
Outstanding Cheques:	\$ 86.52
GIC:	\$ 20,000.00
Total:	\$ 50,476.48

## 7. Old Business

## 8. New Business

- i. Staples Campaign – May 6-28. The minimum time requirement is 4hrs with at least 2 athletes, and 1 coach. SOBC asks that we do our best to fill the stores for as many days as possible. It is ok if we do end up having days where no one is available. Store liaisons provided by SOBC.  
**ACTION ITEM** → Program Coordinator and Local Coordinator to sort out athletes and coaches to attend in order to cover some shifts.
- ii. AGM – June 22<sup>nd</sup>
  - a. All current committee members running again
  - b. Committee positions to be filled:
    - PR Coordinator
    - Family & Friends Coordinator

9. **Closing Comments:** As there was no further business, a **MOTION** was made by Sue C to adjourn the meeting, seconded by John A. Moved; all in favor.

10. **Date of Next Meeting:** May 9<sup>th</sup>, 2017

11. **Adjournment of Meeting:** 8:25pm



# APPENDIX



## SOBC - Local

### Monthly Executive Meeting Minutes

Date:

Location:

Call to Order:

Present:

Regrets:

Guests:

12. Call to Order

13. Opening Remarks

14. Call for Additional Agenda Items

15. Review Previous Action Items

16. Approval of Previous Minutes:

17. Coordinator Updates

g. Local Coordinators Report

i.

a.

b.

ii.

a.

b.

h. Program Coordinator Report

i.

a.

b.

i. Registration Coordinator Report

i.

a.

b.

j. Volunteer Coordinators Report

i.

a.

b.

k. Fundraising Coordinator Report

i.

a.

b.





#### **l. Treasurer's Report**

Account Balance as of _____	\$	0.00
Total Receipts in _____	\$	0.00
Total Payments in _____	\$	0.00
Outstanding Cheques:	\$	0.00
GIC:	\$	0.00
Total:	\$	0.00

#### **18. Old Business**

i.

#### **19. New Business**

i.

#### **20. Closing Comments:**

#### **21. Date of Next Meeting:**

#### **22. Adjournment of Meeting:**



## SPECIAL OLYMPICS BRITISH COLUMBIA POLICY MANUAL

Section:	<b>ADMINISTRATION</b>
Policy:	<b>Local Committee Meetings - Annual Meeting and Regular Meetings</b>
Effective Date:	April 1999
Revised:	December 2016
Page:	17 of 20

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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.

### 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).

### PART 4 - ANNUAL MEETING

4. A Local Annual Meeting shall 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 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. Unless so advised or authorized, all Locals must host an Annual Meeting annually.

#### 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. 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) A minimum of five volunteers are 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 to operate with less than five volunteers).

(b) The following positions must form part of the Local Committee's structure –

- o Local Coordinator;
- o Program Coordinator;
- o Treasurer; and
- o Secretary

(c) In addition, athletes may participate in the Local Committee as –

- o Local Committee member – Athlete Representative; or
- o As member of an Athlete Council that is Chaired by a Local Member who is a volunteer and an elected member of the Local Committee.

#### 8. ELECTION OF LOCAL COMMITTEE -

(a) Local Committee members shall be elected at the Local's Annual Meeting.

(b) Candidates shall be nominated from the floor and elected by a majority vote of those Local Members eligible to vote.

(c) 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. A Local Member who will be in attendance at the Annual Meeting must witness the letter.

(d) If no Local Member is prepared to accept a Local Committee position, and an individual who is not a Local Member is willing to undertake that role, that person may be elected to the Local Committee if a majority of voting Local Members in attendance agrees to this individual's nomination. This individual shall not have a vote on any issue, or be deemed to be officially elected, until they have met the requirements to be a Local Member.

(e) 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.

(f) 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.

(g) 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. 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 convenient to the majority of the Local Committee members. 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 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 must 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 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.

### **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 field 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.