

Operational Protocol - *Approved by the Board of Directors October 22, 2015*

The following operational procedures are implemented to ensure full compliance of the organization with the bylaws and more clarity about the responsibilities defined for various positions therein. If a board member has any questions about any of the defined procedures, s/he is advised to consult the President (or vice-President in her/his absence) for clarification.

I. Motions and related actions

I.a. If Motion X is approved by the board and in the text of the Motion, it is clearly stated that actions A, B and C need to be undertaken, the board member in charge does not need to consult with anyone in carrying out these actions. It is expected, however, that the board member will provide the President (or vice-President in her/his absence) with frequent updates and report the progress of the motion to other board members in board meetings.

I.b. If in the process of carrying out Motion X, a board member realizes that s/he needs to undertake action D, and this action clearly falls within the confines of the Motion even though it is not explicitly mentioned in the Motion, there is no need for a new board approval. Meanwhile, the board member in charge should consult with the President (or vice-President in her/his absence) and also inform the board members before s/he carries out this action.

I.c. If a project, plan or action does not fall under or is not clearly related to any of the approved motions of the board of directors, the board member or any other member affiliated with the ICC needs to secure board approval before s/he carries out the said project or action.

Note 1: Any meeting on behalf of ICC with members of the federal or provincial governments or MPs/MPPs requires board approval before they take place. This includes meetings which may be set for other purposes but the said politicians may also be invited to take part.

Note 2: Any meeting on behalf of ICC with any individual running for office at any city, provincial or federal level requires board approval. This includes meetings which may be set for other purposes, but the said candidates may also be invited to take part.

Note 3: Interviews with media arising from actions related to approved motions or involving reports about ICC activities do not require board approval and only need to be coordinated with the Communications and PR director and the President (or vice-President in her/his absence). Meanwhile, other board members should be informed prior to the interview that such an interview is taking place. Interviews falling outside of these boundaries require board approval.

II. Committees and subcommittees

II.a. Committees can conduct their day to day activities within the boundaries specified in the bylaws or by the board without a need for constant approval from the board. If they are

undertaking additional activities related to approved motions, they should follow the protocol specified in I above. The board member leading a committee should provide regular reports to the board, at which time, any issue which may need board approval can be discussed and voted on. Meanwhile, the said board member should also inform the President (or vice-President in her/his absence) of the committee activities regularly in the time between two board meetings.

II.b. Subcommittees can be set up in one of the following three ways: A. A subcommittee can be set up by the board to undertake a specific project or activity; B. A subcommittee can be struck as a result of a proposal from an ICC member. In this case, both the subcommittee and the composition of the subcommittee require board approval; C. A board member leading a committee can delegate part of the committee's responsibilities to a subcommittee. In this case, the subcommittee and its composition only require the approval of the said board member. The said board member needs to ensure that the democratic process has been followed within the committee in the process of setting up the subcommittee.

II.c. Subcommittees that are struck by the board or by an approved motion from the board need to report back to the board of directors directly or indirectly through a committee with which they may be affiliated. These subcommittees can only undertake activities that fall within the parameters defined by the board or the said motion.

II.d. Subcommittees that are struck by a specific committee report back to the said committee only. The board of directors will be informed of the activities of the subcommittee through regular committee reports at board meetings and any activity which may require board approval will be voted on at the board meeting. Board members can raise issues with the conduct of the committee or subcommittee and may propose motions to address such issues. If such motions are approved by the board of directors, the relevant subcommittee or committee needs to comply with the motion.

II.e. Committees and subcommittees should provide direct or indirect reports (mediated by board members leading the various committees) to the President (or vice-President in her/his absence) in between board meetings. The President (or vice-President in her/his absence) is responsible for compliance of committee and subcommittee actions with the organization's bylaws.

II.f. Committee or sub-committee chairs should provide any board member with the meeting schedule of the corresponding (sub-)committee upon the board member's request. Any board member is allowed to take part in any meeting of these groups as observer. However, it is incumbent upon the board member who participates in the sub-committee or committee meeting as observer not to interfere with the regular agenda of the meeting and to be present there solely as an observer. The board member may not take part in the discussions of the meeting or any decision making that may occur at the meeting. If the board member has any concerns as a result of their observations at the said meeting, s/he should bring her/his concerns to the board meeting

and discuss them there. If such a discussion leads to an approved motion from the board, the relevant committee or subcommittee must comply, as elaborated in section II.d. above.