

Waterloo Co-operative Residence Incorporated

## **Inter-divisional Council Policy**

As approved by the General Manager,  
and incorporating all changes through:

**11 May 2009**

*(Note that, in this policy, the masculine shall include the  
feminine and the singular shall include the plural)*



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## Revision History

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<b>Date</b>	<b>Revisionist</b>	<b>Summary of Changes</b>
18 October 1997	WCRI	Policy Change
16 December 2001	Russ Wong	Template Update
21 April 2002	Mike Demko	Policy Change
13 July 2002	Mike Demko	Policy Change
10 April 2007	Laura Reidel	References to the Board of Directors were modified to reflect the General Manager's jurisdiction over this policy.
11 May 2009	Cary Hubbard	Removed references to COWs and co-operative work duties/credits



## Part 1: Introduction

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This policy describes the functions and procedures of the Inter-Divisional Council (IDC) which was created in 1987 by the Board of Directors (BoD). The IDC is a resource for assisting individual Division Councils (DC) in carrying out their duties.

## Part 2: Inter-divisional Council

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- a) The IDC comprises eight (8) people: an IDC chairperson and one (1) Division Chairperson from each of the seven (7) divisions. The Division Chairpersons are to be elected according to their respective division constitutions.
- b) The office of an IDC member shall be vacated if that person ceases to be the chairperson for his division in accordance with the constitution of his division.
- c) The IDC chairperson shall be selected by the General Manager, in the first two weeks of the term. This person will usually be a member at large and will liaise with the General Manager or delegate.
- d) The IDC chairperson may be removed from office only by the General Manager or delegate. The General Manager or delegate does not require a recommendation to remove the IDC chair from office but may act on one if submitted.
- e) Members of IDC must attend all IDC meetings unless granted leave of absence by a motion of the Council. This leave may be granted retroactively. The IDC Chair has fining power over Division Council Chairs. If a Division Council chair is repeatedly absent from meetings or fails to carry out assigned responsibilities, the IDC Chair can levy a fine.
- f) IDC meetings shall be held as follows:
  - a) The first meeting shall be held after every division has had a General Meeting electing a Division Chairperson and prior to the first Division Council meeting of all divisions, within the first 17 days of the term
  - b) Regular meetings occurring not less than twice in each of the first three (3) months of the term, as per a schedule decided upon by council at the first regular IDC meeting
  - c) More often as the IDC may, from time to time, determine.Three (3) days notice must be given to the IDC Chairperson requesting additions to the agenda. Agendas must be posted at least forty-eight (48) hours prior to the meeting stating, time, place and order of business at entrances and serveries as appropriate.
- g) A special IDC meeting may be convened by any members of the IDC at any time. Notice of such a meeting shall be given to each member of council, by the member convening the meeting, not less than forty-eight hours before the meeting is to take place. Such notice must state the time, place and order of business of the meeting. IDC meetings may be held at any time without formal notice if all IDC members are present, or if those members absent have signified their consent in writing in advance.
- h) Two-thirds (2/3) of the members of IDC (as defined in section 2.a) shall constitute a quorum at any meeting.
- i) Questions arising at any IDC meetings shall be decided as provided in the rules of order adopted by WCRI.
- j) Every member of the IDC shall be entitled to one (1) vote, with the exception of the IDC Chairperson, who may vote only in case of a tie. Voting by proxy is not permitted.
- k) Personal bias must be declared in all situations.
- l) Division Council Chairpersons must hold a Division Council meeting within seven (7) days of each regular IDC meeting. Notice of these Division Council meetings must consist of agendas being posted prominently within the division at least forty-eight hours prior to the meeting stating time, place, and order of business.

- m) All IDC meetings shall be open to non-IDC members unless specified elsewhere in this policy or closed by a motion of IDC. All IDC members will be required to sign a statement of non-disclosure to better protect the confidentiality of certain functions of the IDC.
- n) Division Council Chairpersons must sign for a copy of the *Division Council Chair's Handbook* and the *Policy Book* from the WCRI Office. If they do not return them at the end of their term, they will be charged for the loss against their performance deposit at a rate set by the General Manager from time to time.

## **Part 3: Functions of Inter-divisional Council**

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### **3.1 Operation of Division Councils and Training**

The IDC and ultimately the IDC Chairperson shall oversee the operation of all Division Councils (DCs) and ensure that they are operating within the bylaws and policies of WCRI, as well as their own division constitutions.

The IDC Chairperson shall organise and run a session for the Division Council Chairpersons on the proper performance of their duties. This session is to be carried out at the first IDC meeting and shall include discussion of at least the following: powers and responsibilities of DC; supervision of Division Managers; agenda creation; rules of order; DRIP funding procedures; and minute taking. The IDC chairperson is required to provide a tour of the office for each Division Council Chairperson (ie: location of mailboxes, office equipment, etc.).

Further, the IDC Chairperson shall organise a training session, to be administered by the Member Services Liaison (MSL), on hiring procedures and techniques for the Division Council Chairpersons. This session is to take place before any interview for the position of Division Manager in that term. Attendance at both of these sessions is mandatory.

### **3.2 Division Manager Selection and Ratification**

The Division Councils select the Division Manager of their respective division. When choosing a Division Manager, Division Councils must adhere to this policy and to any additional requirements imposed by the respective division constitution, or any divisional policy in this regard.

Division Managers selection should be made one term in advance whenever possible, but never more than two terms in advance.

At its first meeting the IDC shall set the deadline to receive applications during the fourth (4<sup>th</sup>) week of the second (2<sup>nd</sup>) month of term. Each DC must set the date and time for the first Division Manager interview, which must be within two (2) weeks of the deadline for applications but no less than five (5) days after the deadline, and must notify the IDC of its decision. The IDC must then set the date(s) and time(s) of the ratification sessions for each division. Whenever possible, ratification sessions should occur within a day of interviews, in order to accommodate candidates having to travel to the Co-op from out of town.

The Inter-divisional Council Chairperson shall post co-op wide notices advertising the position of Division Manager for each hiring division no later than the seventh (7<sup>th</sup>) day of the second (2<sup>nd</sup>) month of term. These advertisements must include the following information:

- a) The deadline for application;
- b) The term(s) for which each DC will be interviewing;
- c) The date(s), location(s), and time(s) of the interview(s) and ratification(s);
- d) The name and phone number of the Division Council Chairpersons.

The advertisement should stress that all candidates must be present at the interview and ratification to be considered for the position of Division Manager. Interviews and/or ratifications may be conducted by phone.

The DC Chair or DC representative must explain the position of Division Manager and the upcoming selection at a floor or building meeting prior to the application deadline. It is the responsibility of the Division Council Chairperson and DC representatives to attempt to recruit more than one applicant for the position each term. The Division Manager applications, interviews and ratification sessions shall be conducted in accordance with the *Division Manager's Policy §4.1*.

In the event that a DC fails to find a suitable candidate or that IDC refuses to ratify the candidate chosen by a DC, the DC must set and advertise a new application deadline and interview time. The application date shall be no less than two weeks after the advertisement is posted and the interview date must be no less than five (5) days after the new application deadline. The IDC shall schedule a new ratification session for the division. This process shall be repeated until a Division Manager is selected and ratified or the IDC ceases to be in session. Candidates may reapply even if they were rejected during a previous round of interviews.

If the IDC is no longer in session, the General Manager or delegate may choose and ratify any Division Manager, as necessary.

### **3.3 Approval of Capital Projects Fund Proposals**

The IDC shall be empowered to approve project proposals funded by the Capital Projects Fund to a maximum amount as set by the General Manager from time-to-time. The approval must be subject to the proposal being a valid project as per the *Capital Projects Fund Policy*.

### **3.4 Evaluation of Division Managers**

Each Division Council Chairperson shall be responsible for conducting both mid-term and end-of-term Division Manager evaluations, as outlined in the *Division Manager's Policy §7*. The Division Council Chairperson should also ensure that the management team in their division conducts a review of the Division Manager, as outlined in the *Division Manager's Policy §7*.

### **3.5 Information Exchange**

Each member of the IDC shall deliver reports on the operations of their respective Division Council's activities since the previous meeting of the IDC. These reports may be in verbal or written form.

The IDC Chairperson shall also submit a monthly written report to the General Manager or delegate.