



TERMS OF REFERENCE

Revised March 14, 2018

PARTICIPATING IN THE SUDBURY CYCLISTS UNION (SCU)

The SCU is a volunteer grassroots organization that is focused on making cycling safe in Greater Sudbury, on connecting cyclists of all ages and abilities, and on offering fun cycling events and activities.

The SCU offers the following opportunities to contribute to the group:

- Receive our information and communicate with us, and share your ideas with us via our website, our facebook group, our emails, our twitter feed, and other communication tools.
- Support our activities by
 - signing a petition
 - speaking up for safe cycling in Greater Sudbury
- Become a paid member to
 - show your support for safe cycling in Greater Sudbury,
 - help us offer community rides and other activities,
 - and to connect with other cyclists.
- Volunteer at our events or help with our projects.
- Lead events or projects, and help to develop goals and directions.
- Be a part of the Executive to approve and implement direction, goals and strategies.

EXECUTIVE COMMITTEE

- The Executive's primary role is to develop long-term and yearly goals and strategies.
- The Executive supports yearly activities and events.
- The Executive liaises with other groups and organizations to further the goals of the SCU.
- The Executive reviews and approves all organizational documents; all communication and public relation plans and documents; and a yearly events plan.
- Elections for available Executive positions are held annually at the Annual General Meeting.
- In the event of an executive member resigning during the year, the position is advertized to the general public, and a replacement is chosen via Executive vote at the next Executive meeting.
- Executive members should attend 50% of the Executive meetings and are expected to contribute to all Executive discussions.
- There is a minimum 5 Executive members. Critical roles are Chair, Vice-Chair, Secretary, Treasurer, Membership Coordinator and Communications Coordinator. Additional roles based on capacity are Advocacy Coordinator and Events Coordinator. There are a maximum of 12 Executive members, with additional members being Members at Large who take on responsibilities that suit their interests and skills or who can represent different areas of the City.

- Members will serve for a 2-year term, with the Chair and Vice-Chair being elected in alternating years. There is no term limit for any Executive position.

REGISTERED MEMBERS

- Membership is \$10 per individual, or \$15 per family, or pay as you can or according to your level of support of the SCU.
- Membership is valid for the calendar year.
- Registered members can vote at Executive elections and can provide input into decisions that are brought to a vote at Executive meetings.

WORKING GROUPS

- Working groups are established by the Executive for detailed discussion and planning of issues of interest and concern to the SCU. For example, working groups may be struck to research and/or prepare SCU submissions, positions, or policies.
- Membership is open to all registered SCU members.
- Working groups are led by a Chair, and must include at least one member of the Executive. A member of the group will record notes at each meeting, and notes will be distributed to the Working Group and the Executive.
- Working groups bring their recommendations and work to the Executive for approval.

TEAMS

- Teams plan and carry out SCU projects, events, and rides that have been approved by the Executive.
- A lead will be selected to coordinate the team's efforts, and to liaise with the Executive. An Executive member will be chosen to be a contact for each team to provide any necessary guidance or support.
- Membership is open to all SCU members and the general public. SCU registered members and the general public can bring proposals for projects, events and rides to the Executive for approval.

MEETINGS

- An Annual General Meeting is held in March of each year. A financial report, a report on the previous year's accomplishments, and proposed activities for the coming year are presented.
- Executive meetings are held on a monthly schedule as determined immediately after the AGM by the new Executive, or are called to discuss a specific issue that has arisen. The Executive may decide to change the monthly date during the year as required in order to book a facility or accommodate Executive member attendance. The Executive may decide to not hold an Executive meeting on a specific month (eg summer or Christmas break).
- A minimum of 6 Executive meetings are held each year. Quorum is 50%+1 member of the Executive. Quorum is only required when a vote on an item is required.
- All meetings are open to the general public, unless an in-camera meeting is called to discuss internal operational issues.

- Agendas are posted on the website and via social media a minimum of 1 week prior to the meeting.
- Meeting notes are posted on the website and via social media 1 week after the meeting and sent to groups and individuals who have expressed an interest in receiving them.
- The general public can participate in discussions at Executive meetings as long as the discussions are respectful and remain focused on the agenda items.

DECISION MAKING

- The SCU strives to achieve unanimous consent, aiming to be agreement seeking, collaborative, cooperative, egalitarian, inclusive and participatory.
- In the case of needing to make a decision that cannot be done by unanimous consent, the decision will be made by a 50%+1 vote of the Executive Committee.
- Decisions that are critical to the operations of the SCU will be made via a motion. Votes can be made in person, via email or other electronic methods as determined by the SCU.
- Members and the general public are welcome to provide input into SCU discussions.

OFFICIAL COMMUNICATIONS

Official SCU communications consist of: policy statements, statements to the media about a particular SCU position, and official submissions to any level of government

- All official communications from the SCU to the public or to media will be done by the designated SCU spokesperson, who is normally the Chair, the Vice-Chair, or the Communications Coordinator.
- All official communications follow the guidelines in the SCU's Position Statements. Any issues that are not covered by the Position Statements will be discussed by the Executive and an official position will be established.
- All official communications to the various levels of government, including official feedback to proposed laws, policies, or plans will be approved by the Executive.
- All grievances and issues will be filed with any member of the Executive Committee in order to receive an official response from the SCU.