



TERMS OF REFERENCE

Approved February 20, 2019

PARTICIPATING IN BIKE SUDBURY

Bike Sudbury 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.

Bike Sudbury 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 social media feeds, our emails, and other communication tools.
- Support our activities by
 - signing a petition
 - speaking up for safe cycling in Greater Sudbury
- Become a Registered 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.
- Be a Guiding Member to provide input into developing goals, direction and focus of Bike Sudbury activities.
- 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 Bike Sudbury.
- The Executive reviews and approves all organizational documents; all communication and public relation plans and documents; and a yearly events plan.
- Executive Committee terms begin on the date of the Annual General Meeting.
- 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 advertised 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 of 5 Executive Member roles. 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, including additional 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.

GUIDING MEMBERS

- Guiding Members are Members who want to make a positive difference and contribute to guiding the goals, direction and focus of Bike Sudbury. Guiding Members support our guiding documents, including our Mission Statement and values.
- Guiding Members receive more frequent communications from Bike Sudbury, including Executive meeting notes; requests for feedback on Bike Sudbury official comments and submissions; requests for feedback on activities and projects; and general updates on activities.
- Guiding Members may be invited to special meetings, including working groups, stakeholder sessions, or high level planning meetings.
- Guiding Members are appointed by the Executive Committee on an annual basis. Invitations are extended to Registered Members after the Executive Committee has been voted in at the Annual General Meeting. Guiding Members can also be appointed at any time if they express an interest in participating. Members will serve for a term that coincides with the Executive Committee term, which ends on the date of the Annual General Meeting.
- There is no maximum number of Guiding Members, but the preference is to have approximately 10 Guiding Members in any given term.

REGISTERED MEMBERS

- Membership is \$10 per individual, \$15 per family, or pay as you can or according to your level of support of Bike Sudbury.
- Membership is valid for the calendar year, and yearly memberships purchased after October 31 are applied to the next 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 Bike Sudbury. For example, working groups may be struck to research and/or prepare Bike Sudbury submissions, positions, or policies.
- Participation is open to all Registered 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 Bike Sudbury 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.
- Participation is open to all Registered Members and the general public. Bike Sudbury 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 monthly on a regular day and time that is chosen by the Executive after the AGM. Meetings may also be called to discuss a specific issue that has arisen. The Executive may decide to not hold or move an Executive meeting in 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. Registered Members and the general public can request additional agenda items that will be placed at the end of the agenda and will be discussed time permitting.
- Draft meeting notes are sent within one week after a meeting to Executive and Guiding Members, and to Registered Members who have expressed an interest in receiving them. They are presented for approval at the next meeting and approved meeting notes are recirculated within one week after they have been approved.
- 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

- Bike Sudbury 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 Bike Sudbury will be made via a motion. Votes can be made in person, via email or other electronic methods as determined by Bike Sudbury.
- Registered Members and the general public are welcome to provide input into Bike Sudbury discussions.

OFFICIAL COMMUNICATIONS

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

- All official communications from Bike Sudbury to the public or to media will be done by the designated Bike Sudbury spokesperson, who is normally the Chair, the Vice-Chair, or the Communications Coordinator.
- All official communications follow the guidelines in Bike Sudbury'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 Bike Sudbury.