

## **POLICIES OF SCOUTS CANADA**

### **1001 Duty of Care**

**18 November 2000**

WHEREAS the purpose of Scouting is to encourage the physical, mental, social and spiritual development of youth to enable them to become constructive and responsible citizens, and

WHEREAS this development is achieved by the guidance of dedicated men and women and the example they set, and

WHEREAS Scouts Canada believes that the actions of all members must fall within a reasonable 'Duty of Care' in order to protect its youth members,

That all Members and Helpers in Scouts Canada be required to act responsibly and adhere, at all times, to the approved Duty of Care Guidelines and Regulations. (*See Section 7000*)

### **1002 Investment Policy**

**17 February 2001**

The investment policy of Scouts Canada is based upon the prudent investment standards set forth in the Ontario Loan and Trust Corporations Act, Sec. 154(2), which reads in part as follows:

“... prudent investment standards are those which, in the overall context of an investment portfolio, a reasonably prudent person would apply to investments made on behalf of another person with whom there exists a fiduciary relationship to make such investments, without undue risk of loss or impairment and with a reasonable expectation of fair return or appreciation.”

### **1003 Social Justice and Diversity Policy**

**17 February 2001**

In keeping with our fundamental principles – Duty to God, Duty to Others, Duty to Self – Scouts Canada is committed to social justice including the promotion of gender and member diversity at all levels of the organization, both in its structures and programs and to the elimination of discrimination on the groups of race, gender, ethnicity, financial ability, sexual orientation, religion, disability or age.

It is imperative that all programs and services reflect Scouts Canada's commitment to social justice.

Scouts Canada will make every effort to make its members and employee work force representative and reflective of the communities in which its services are provided.

**1004 Risk Management Policy**

**17 February 2001**

Scouts Canada is committed to protecting its human and financial resources, as well as its goodwill assets.

The Board of Governors and the President & Chief Executive Officer, through the practice of effective risk management, are dedicated to safeguarding the safety and dignity of its youth members, adult volunteer members, paid employees and anyone who has contact with Scouts Canada.

**1005 Partnership Agreement**

**17 February 2001**

That the responsibility for appointing or arranging for the election of a Group Committee move from being the Partner's responsibility to a local Council responsibility.

That Sponsors/Partners be guaranteed at least one seat on all Group Committee executives.

**1006 Control of Trade-marks, Copyright,  
Signature Items and Sale/Distribution of  
Merchandise for Profit or Promotion by  
Boy Scouts of Canada.**

**17 February 2001**

Corporate Retail Services will develop, approve, maintain and manage the corporate inventory of merchandise of Boy Scouts of Canada.

Only corporate approved merchandise will be sold for profit, purchased for the purposes of promotion or for sale and/or distribution at special events and activities.

Specialty or custom merchandise incorporating signature items, logos, trade-marks or copyright materials must be approved and sourced through and/or licensed by Corporate Retail Services.

The use of all signature items, trade-marks, logos and copyright materials not otherwise provided for in By-Law, Policies & Procedures or Boy Scouts of Canada Administrative Procedures must have the prior approval of the DED, Operations Division or the President & CEO.

**1007 Executive Limitations Policy**

**2 June 2001**

The Board determines policy, the President & CEO implements and accounts for it.

The Board approves the budget, the President & CEO ensures that revenue collection and spending are consistent therewith and reports to that effect.

By resolution of the Board, following consideration of a recommendation from the Audit Committee, the President & CEO may be authorized to spend funds, limited in amount, outside or in addition to those authorized by the Budget. The President & CEO is also responsible for

ensuring the existence and implementation of a summary of the financial authority of those reporting to the President & CEO and the provision of such summary to all persons in management roles, consistent with the limitations imposed on the President & CEO.

The Board determines and interprets the strategic plan for the Corporation. The President & CEO guides its implementation, reports on its achievements and advises on the effectiveness of its intent.

The President & CEO has the day to day responsibility to supervise and direct the management team, including the making of recommendations to the Board in respect of succession planning for the management team.

The President & CEO should report to the Chair of the Board prior to the implementation of any management decision that may have a significant adverse impact on the organization.

Subject to the By-Laws of the Corporation and the decisions of the Board, as expressed by resolutions of the Board, the President and CEO, while acting within the bounds of his authority, has the authority and responsibility to legally bind the Corporation.

**Addendum to Executive Limitations Policy:**

**11 September 2004**

The Executive Commissioner and CEO is authorized to spend funds outside of or in addition to those authorized by the annual Budget in a cumulative amount in any fiscal year up to and not exceeding \$100,000 providing that any such excess spending shall be reported immediately to the Chief Commissioner and Chair and to the Vice-Chair Finance. Any single excess expenditure shall not exceed \$50,000.

The Executive Commissioner and CEO also has the authority to reallocate monies within the Budget, providing that such reallocation has no financial impact on the operating results for the fiscal year. Any such reallocation must also be reported on a timely basis to the Vice Chair-Finance. All such excess spending or budget reallocation will be reported on to the immediately following Board of Governors meeting.

**1008 Financial Statements**

**2 June 2001**

All financial statements of Scouts Canada will comply with the CICA Handbook requirements using a consistent format as agreed to by Scouts Canada (the Corporation) from time to time.

**1009 Strategic Planning**

**2 June 2001**

The strategic planning process shall occur every 10 years, with the vision developed at each event for 15 years into the future. Alternative, the strategic planning process may be advanced to address emerging issues or unforeseen factors that affect the well-being of Scouts Canada.

The strategic planning process shall be comprised of three essential components:

- a) review and confirmation or amendment of the organizational mission statement – “what” the organization exists to do – to ensure relevance into the future;
- b) review and confirmation or amendment of the organizational vision statement – “where” the organization needs to go in the future – to guide future efforts of the organization; and
- c) refinement or redevelopment of the organizational strategy to achieve the vision – “how” the organization will achieve the vision – as subsequently will be put into action in pursuit of short term goals targeted towards long term objectives.

The Vice Chair of the Board – Strategic shall lead a Task Group assigned by the Chair to implement the strategic planning process, with assistance from the Management Committee and the Youth Committee. The entire Board of Governors shall consider and dispose of the recommendations of the Task Group.

#### **1010 Drug and Alcohol Policy**

**17 November 2001**

There shall be no alcohol or recreational drug/substance consumed or made available on any Scout property – owned or leased.

There shall be no alcohol or recreational drug/substance consumed or made available during any Program activity. “Program activities” include meetings, camps, hikes, training programs (Wood Badge, workshops, etc), Scouters’ conferences, “Scout Night” with sports teams and similar functions.

No person shall consume alcohol or any other recreational drug/substance within a time frame which would negatively affect their ability to carry out a duty of care.

There shall be no exclusions of youth from any Scouting activity so alcohol or recreational drugs/substances may be consumed by adult members.

#### **1011 Property Policy**

**17 November 2001**

**Revised: 30 May 2003**

Property for the purpose of this policy means lands and real estate.

Any property to be acquired by Scouts Canada at any level of the organization for whatever purpose, and regardless of means of acquisition and including proposed donations, must have the prior approval of the Executive Commissioner & CEO of Scouts Canada.

Scouts Canada is liable and on risk for only those properties that meet the requirements of By-law, Policies & Procedures, Section II, Duties (iv).

That all properties owned or leased be in full compliance with the property standards of Scouts Canada as set forth in Administrative Procedure No. 26 and titled “Annual Property Standards Checklist” by 1 January 2003.

That Scouts Canada properties are for the primary use of Scouts Canada membership. Third party or non-Scouting use must be limited to like organizations for the purposes similar to Scouting. Third parties must fully indemnify and hold Scouts Canada harmless with respect to the usage and provide proof of insurance with Scouts Canada named as an additional insured.

**1012                      Personal Information Protection Policy                      15-16 November 2002**

Scouts Canada is committed to respecting the privacy of our members, their families, and our employees by adhering to the privacy principles set forth in Schedule 1 of the Personal Information Protection and Electronic Documents Act. Those principles are: accountability, identifying purposes, consent, limiting collection, limiting use, disclosure and retention, accuracy, safeguards, openness, individual access, challenging compliance, definitions. [See Section 12000)

**1013                      Structure, Roles and Responsibilities                      30 May 2003  
Revised: 20 September 2003**

**Preamble**

The Mission of Scouts Canada speaks of youth and for youth. All volunteer and staff members of Scouts Canada work together to achieve this Mission. Members exercise different roles and responsibilities in a variety of settings. Nonetheless, the focus of each individual member remains on the development of children and young people. All members, by accepting roles in Scouts Canada, commit themselves to fully maintain this focus, serve this purpose, and fulfill their responsibilities. Set forth below is the policy of the Board of Governors on the clear and important commitments undertaken by all members in exercising their responsibilities in the differing roles within Scouts Canada.

**Definitions**

Council The word ‘Council’ is used to describe collectively the membership of Scouts Canada in a geographic area and the ability to provide service and support in an effective and efficient manner. These Councils are as identified in Schedule “A” to By-Law No. 2 of Boy Scouts of Canada, and the same may be amended from time to time.

Commissioner A Commissioner is the most senior volunteer within a Council and serves as the public representative of the Council. A Council Commissioner is accountable to the Executive Commissioner and Chief Executive Officer. In consultation with the Chief Commissioner, the Executive Commissioner and Chief Executive Officer will establish procedures for the appointment, accountability and duties of commissioners, as well as Deputy Executive Commissioners at all levels of the Corporation.

Leader A leader is an adult who is a registered member appointed to a position of trust to provide delivery of a Scouts Canada program to registered youth members. Leaders are

appointed or removed by commissioners under procedures approved by the Executive Commissioner and Chief Executive Officer.

Service Scouter A Service Scouter is an adult registered leader who offers service to Scouts Canada through a commissioner and because of experience, training, motivation and personal qualities is selected and appointed by a commissioner as a supporting resource for leaders providing programs to youth. Appointments and removals as a Service Scouter are made in accordance with procedures approved by the Executive Commissioner and Chief Executive Officer.

Committee A committee is formed to meet specific needs for financial, administrative and community support and may be permanent or temporary. Committees consist of adult registered members who offer to serve in accordance with procedures approved by the Executive Commissioner and Chief Executive Officer.

Committees are led by a chairperson to co-ordinate committee activities in supporting the membership and the commissioner of a Council, but a committee operates in a way that clearly is meant to maintain and enhance resources available to the members and their commissioner, and the commissioner is accountable to Scouts Canada for the quality of program delivery within a Council.

A Group Committee is always formed within a Council supported by a local Sponsor/Partner, which may be a group of parents, to provide administrative and financial support to their chartered Group within the Council and to ensure good relations between a Sponsor or group of parents who hold a charter and members who benefit from the existence of a charter.

Sponsor/Partner A Sponsor/Partner is an association, institution, organization or group (group of citizens or parents) which supports the Mission, By-Law, policies and procedures of Scouts Canada and wishes to use one or more of Scouting's programs to further their mandate to develop their youth or youth in general. Sponsor/Partners are chartered on an annual basis. A Sponsor/Partner has the right to restrict membership in their Group to members of, or who are otherwise identified with, the Sponsor/Partner.

Auxiliary An auxiliary is a committee of former members or other interested adults who organize for the specific purpose of providing general support to Scouts Canada or to a specific Council. An auxiliary is formed only with the approval of the Executive Director of a Council under procedures approved by the Executive Commissioner and Chief Executive Officer.

### **Policy on the Role of Volunteers**

The heart and soul of Scouts Canada's Mission is embodied in tens of thousands of volunteers. Dedicated volunteers who follow the policies and supporting procedures of Scouts Canada make it possible to continue to provide and expand services to the youth of Canada. Volunteers are the most important resource of Scouts Canada because they are the essential people who deliver Scouts Canada programs.

Volunteers perform roles of governance, leadership, and management. They accept a variety of roles and commit to carry out their responsibilities. Volunteers are the members who are most in regular contact with youth and their communities.

Volunteers recognize the important role of the Employees of Scouts Canada, and support by such Employees in leadership roles that are fundamental to continuous development of effective, cost-efficient services provided by the infrastructure of Scouts Canada.

### **Policy on the Role of Staff**

Scouts Canada maintains an infrastructure to provide services in support of delivery of programs by volunteers across Canada in a wide variety of situations. Volunteers require efficient, responsive services to help them meet their obligations, especially in local communities and neighborhoods. To help meet these obligations, Scouts Canada employs executive and support staff and contracts for professional and other services.

The organization must conserve physical and human resources, manage risks and provide continuously improving services. Scouts Canada must preserve and enhance the ability of members to fulfill the Mission.

All employees of Scouts Canada are accountable to the Executive Commissioner & Chief Executive Officer. Employees of Scouts Canada exercise responsibilities primarily in management activities, take leading roles in specific functions, and are often identified as the principal agents of the Board of Governors to ensure appropriate monitoring and achievement of due diligence.

### **Governance**

Under the terms of By-Law No 2, the Board of Governors of Scouts Canada is the sole source of policy for Scouts Canada. The roles and responsibilities of members of the Board of Governors are specified in By-Law No 2.

### **Operations and Management**

Under the terms of By-Law No. 2, the Executive Commissioner and Chief Executive Officer leads and operates the network of volunteers including commissioners, Service Scouters, leaders and members of the employed staff who deliver Scouts Canada programs and manage day-to-day activities on behalf of the Board of Governors.

### **Members in Corporate Roles**

Volunteers and staff in leading roles at the corporate level, excepting the Board of Governors, exercise responsibilities detailed in job descriptions approved by the Executive Commissioner and Chief Executive Officer.

### **Operations Advisory Committee**

Within policy provided by the Board of Governors, an Operations Advisory Committee, chaired by the Executive Commissioner and Chief Executive Officer, operates in an advisory capacity to assist him/her in the exercise of his/her responsibilities and to coordinate the activities led by volunteers and staff. This includes providing feedback from the Area they represent, making

recommendations and assisting with the communication and implementing of policy and procedures again in the Area they represent.

The Operations Advisory Committee advises, consults, provides feedback and makes recommendations regarding:

continuous improvement of our Scouts Canada youth programs and the quality of their delivery;

effective procedures to achieve significant inclusion and development of youth members as leaders and Service Scouters;

an open and comprehensive membership management system and archive to provide effective membership services and reports to all members;

an open and comprehensive corporate standard financial reporting system and archive to provide effective financial services and reports to all members;

the preparation and conduct of Scouts Canada programs and public events;

the preparation and conduct of business plans, financial plans and risk management plans;

effective relationships with the federal government, national and international non-governmental organizations, national and international agencies focused on youth, national and international volunteer organizations and national and international commercial corporations;

effective relations with the World Bureau and with other national Scout organizations;

effective relationships with national Sponsors/Partners of Scouts Canada;

a cost-effective and reasonable application of Canada's officially bilingual character so that appropriate materials published in the name of Scouts Canada are published in French and English;

effective relationships with national organizations that subscribe to the Mission of Scouts Canada and stimulate active citizenship within aboriginal and cultural communities in order to ensure that the Mission of Scouts Canada reflects sensitivity to multiculturalism and responds to the needs of the many cultural roots of Canadians;

preparation and maintenance of job descriptions for leading volunteers and staff in corporate and Council roles;

activities to maintain and enhance relations between Scouts Canada and educational institutions, Sponsors, and provincially or territorially based organizations that provide support services to prevent abusive relationships;

Council operations and compliance with Scouts Canada policies and procedures;

an effective Corporate Communications Strategy;

effective use of new technologies to deliver timely and efficient products and services to members; and

support to program and administrative committees and task groups as required.

The membership of the Operations Advisory Committee includes the following, and can be expanded with the approval of the Board of Governors.

Executive Commissioner and Chief Executive Officer – Chair;  
International Commissioner;  
Geographic Deputy Executive Commissioners  
Geographic Deputy Executive Commissioners – Youth  
Functional Deputy Executive Commissioners  
Two (2) Council Executive Directors appointed on a rotational basis by the Executive Commissioner and Chief Executive Officer  
Executive Directors – Operations, Program and Field Services  
Corporate Comptroller.

The Executive Commissioner and Chief Executive Officer can recommend adjustments to the membership of the Operations Advisory Committee to the Board of Governors for approval.

### **Members in Corporate and Council Roles**

Volunteers and staff in leading corporate and Council roles exercise responsibilities detailed in job descriptions approved by the Executive Commissioner and Chief Executive Officer. Job descriptions for volunteers and staff in leading corporate roles and Councils are designed to meet the need for the accountability of commissioners and for the support required by commissioners to meet their responsibilities.

Job descriptions for volunteers and staff in leading corporate roles require them to:

1. achieve cooperation among Councils to ensure maximum conservation of physical and human resources; and
2. provide effective, supportive and convenient services as directly as possible to members.

Job descriptions for volunteers and staff in leading roles for Councils require them to:

1. fulfill the Mission by recruiting adults and youth to membership and participation in Scouting programs;
2. encourage volunteers to focus on the quality and range of program delivery and to minimize the need for volunteers to be involved in administration;

3. identify regions, areas, communities and neighborhoods that are practical for appointment and maintenance of commissioners based on unique factors of geography, the size and distribution of the membership, physical infrastructure and communications resources;
4. establish and monitor necessary committees to provide support to commissioners and coordinate financial and other support provided by existing and potential Sponsors, including groups of parents;
5. develop and maintain close and effective relations between Scouts Canada and provincial and municipal governments and agencies, educational institutions and authorities in order to advance the Mission of Scouts Canada in particular to develop close and effective relations with community and judicial and law enforcement agencies concerned with prevention of abusive relationships;
6. develop and maintain close and effective relations between Scouts Canada and existing and potential local Sponsor/Partner, including groups of parents, in order to advance the Mission of Scouts Canada;
7. under Scouts Canada policies and procedures, to actively assist in conservation of physical, financial and human resources to minimize exposure of Scouts Canada to risk; and
8. under a Scouts Canada Communications Strategy, to use corporate materials and develop local materials to gain maximum access to provincial, territorial and local communications outlets.

### **Members in the Service Scouter Role**

In response to offers of service, commissioners appoint members as Service Scouters in accordance with procedures approved by the Executive Commissioner and Chief Executive Officer.

Service Scouters are appointed only where suitable offers of service are received. Service Scouters make themselves available to commissioners in order to assist leaders in youth programs.

Job descriptions for Service Scouters are identical throughout Scouts Canada, and emphasize that they are:

1. readily and conveniently available to provide advice and training and support to leaders;
2. dedicated to the personal support task and have no responsibility for conducting events or other program activities; and
3. not normally registered leaders in any operating youth program, in order to maximize their availability to leaders at large, without the specific approval of both the commissioner and the next senior commissioner.

### **Members in the Communications Role**

Effective communications inside Scouts Canada and between Scouts Canada and the Canadian public are vital to the Mission. Recognizing that Scouts Canada operates across a vast country,

the Board of Governors requires that the Executive Commissioner and Chief Executive Officer develop and maintain a Scouts Canada Communications Strategy to be reported to the Board as part of normal periodic activity.

Included in the Scouts Canada Communications Strategy is identification and distinction of corporate and other roles so that:

1. activities such as purchase of services from firms that specialize in public relations, or production of material for use in Scouts Canada communications media, must be managed by national office staff and supported by volunteers at all levels;
2. the public face of Scouts Canada emphasizes the leadership of the Chief Commissioner;
3. materials are developed for use by Councils to aid them in gaining access to local media outlets;
4. creative and effective initiatives at the community level are identified and supported by Councils and shared with members exercising corporate communication roles for potentially a wider application;
5. a process to identify new communications technologies, assess them and as appropriate apply them for the benefit of the members of Scouts Canada and the public at large;
6. a current and effective internal communications plan is in place for Scouts Canada;
7. a process to identify developing technologies that offer the potential to provide services to members in new ways and to provide new services to members;
8. a process to use the network of staff and commissioners as the only vehicles for internal administrative and program communications.

### **AUTHORITY**

The Executive Commissioner and Chief Executive Officer shall be responsible for development of the management structure contemplated by the foregoing policy and shall have the authority to implement such policy at all levels of the Corporation for this purpose.

## **1014 Governing Policy Pertaining to the Election of Voting Members**

**April 21, 2007**

### **1.0 DEFINITIONS**

- 1.1 Member – has the meaning as defined in the By-law.
- 1.2 Ordinary Member – has the meaning as defined in the By-law.
- 1.3 Voting Member – has the meaning as defined in the By-law.
- 1.4 Council – has the meaning as defined in the By-law.
- 1.5 Group – has the meaning as defined in BP & P.
- 1.6 Council Voting Rep – has the meaning as defined in Section 4.7 of this policy.

### **2.0 PREAMBLE**

- The By-law stipulates that 3 Voting Members of the National Corporation shall be elected annually by each Council.
- Under the By-law, Voting Members have the principle responsibility to act as “representative shareholders” for all Ordinary Members.
- Voting Members perform the following functions:
  - Provide external nominations for candidates to the Board of Governors.
  - Vote in the national electoral process to elect the Board of Governors.
  - Annually approve the appointment of Financial Auditors for Scouts Canada.

- Approve amendments of Scouts Canada By-laws as required.
- Annually elect 3 fellow Voting Members to sit on the national nominations committee.
- The purpose of this Policy is to provide a consistent application of principles in the implementation of elections of Voting Members.

### **3.0 POLICY PERTAINING TO ELECTION OF VOTING MEMBERS**

3.1 Each Council shall adhere to a procedure ensuring the orderly and transparent annual election of Voting Members as prescribed in Article II, Section a.(3)(a) of the By-law. Councils may conduct annual elections for Voting Members by either:

A) Utilizing a process as prescribed by sections 4 and 5 of the policy by the Board of Governors in its entirety without modification.

**OR**

B) Utilizing a process developed by said Council which is compatible with both the spirit and intent of each of the individual principles as outlined in section 4.0 of this policy, and which has received formal approval by the Board of Governors prior to its implementation.

3.2 Any interpretation with respect to this policy or any procedure derived from or contained within this policy shall rest solely with the Board of Governors.

### **4.0 GOVERNING PRINCIPLES FOR ELECTION OF VOTING MEMBERS**

Each Council shall ensure each of the following principles are adhered to in the implementation of any procedure used to administer the election of Voting Members within a Council.

4.1 Each Council shall ensure the annual election of Voting Members occurs no earlier than 11 months and no later than 30 calendar days prior to the commencement of each National AGM.

4.2 As per the By-law, Article II a. (3)(a), each Council shall provide the Chief Commissioner, care of the National Office, with a list of its Voting Members at least 25 days prior to the National AGM.

4.3 The annual nominations and election process used to define and administer the procedure to elect Voting Members shall be a volunteer led activity.

4.4 Councils shall annually facilitate a process to collect nominations of candidates for election as Voting Members, and publish said slate of candidates to the Ordinary Members of the Council.

4.5 Any five (5) Members of a Council, aged 16 or older, may nominate any Member of their Council aged 16 or older (except employees and contractors of Scouts Canada), who is a member in good standing of Scouts Canada as defined in Article II of the By-law, to stand for election as a Voting Member of Scouts Canada.

4.6 Nominations must specify people not positions.

4.7 Council Voting Reps are selected by the Ordinary Members serving in Groups, Areas and said Council for the express purpose of providing representative participation in the Council's annual election of Voting Members.

4.8 Council Voting Reps selected by Groups, as eligible to participate in the election, must directly or indirectly comprise at least 66% of the total Council Voting Reps eligible to vote.

- 4.9 Polling and/or balloting methods employed by a Council shall ensure effective access for remote participation by all Council Voting Reps. Both open polling and balloting are deemed to be acceptable practices for the electoral process.
- 4.10 Councils shall ensure that Voting Members will have the access to the information and processes necessary to effectively discharge their role and obligations as a Voting Member as defined in the By-law.

## **5.0 STANDARDIZED COUNCIL PROCEDURE FOR ELECTION OF VOTING MEMBERS**

- 5.1 Councils shall ensure the formation of a volunteer based nominating committee to administer both the nominations and the election process.
- 5.2 Any person standing for election as a Voting Member may not actively participate in the planning, administration or execution of the electoral process.
- 5.3 Councils shall annually provide notice of election and a call for written nominations of candidates for election as Voting Members. Said notice may be via written or electronic form sent to those eligible volunteers as defined in section 4.7 of this policy who are registered in good standing as at the date of the issuance of said notice.
- 5.4 Councils shall publish said slate of candidates and their biographies to the Ordinary Members of the Council at a minimum of 30 calendar days prior to the election.
- 5.5 Councils shall at a minimum publish a slate of candidates and accompanying biographies on their council web site or via electronic email distribution to eligible volunteers. Such web based or email based publications of candidates and biographies shall be deemed to be sufficient.
- 5.6 Council Voting Reps within a Council shall be composed of:
- 5.6.1 3 Council Voting Reps per Group – Ordinary Members registered with each Group who are aged 16 or older, shall by simple majority annually select up to 3 Ordinary Members from their Group to serve as their Group’s Council Voting Rep, one of which, if available, shall be a Youth Member aged 16 or older.
  - 5.6.2 Each Council Commissioner and up to 3 deputy/assistant Council Commissioners or other Council management team members, one of which shall be a Youth Member aged 16 or older.
  - 5.6.3 Each Area Commissioner and up to 3 deputy/assistant Area Commissioners, one of which shall be a Youth Member aged 16 or older.
- 5.7 Council Voting Reps selected by Groups must comprise at least 66% of the total Council Voting Reps eligible to participate in the election.
- 5.8 Balloting/polling is not required to be conducted in secret.
- 5.9 Valid balloting/polling methods include physical polling from those present at the election, or the receipt of electronic or written ballots, utilization of electronic survey programs or other applicable methods, provided that those voting remotely can be identified by Name, Group and Area.
- 5.10 Councils are not required to hold a physical meeting to affect the election.