



**NORTHERN ONTARIO
SERVICE DELIVERERS
ASSOCIATION**

Constitution
Of the
Northern Ontario Service Deliverers Association

September 2005

1. NAME:

The Association shall be known as the Northern Ontario Service Deliverers Association (NOSDA).

2. MANDATE:

To develop a co-operative and collaborative approach with municipalities and municipal organizations to facilitate the consolidated municipal delivery of services in Northern Ontario.

To be achieved by creating a political forum for reviewing and developing both policies and program delivery issues from a Northern perspective.

To achieve the effective and efficient delivery of services in Northern Ontario through information sharing and joint action.

3. MEMBERSHIP:

“All Area Services Boards (ASBs), Consolidated Municipal Service Managers (CMSMs), and District Social Service Administration Boards (DSSABs) located in Northern Ontario.

The Algoma District Services Administration Board
 District of Cochrane Social Services Administration Board
 Kenora District Services Board
 Manitoulin-Sudbury District Services Administration Board
 District Municipality of Muskoka
 District of Nipissing Social Services Administration Board
 District of Parry Sound Social Services Administration Board
 Rainy River District Social Services Administration Board
 District of Sault Ste. Marie Social Services Administration Board
 City of Greater Sudbury
 Thunder Bay District Social Services Administration Board
 District of Timiskaming Social Services Administration Board”

4. REPRESENTATION:

Two elected members from each Area Service Board, Consolidated Municipal Service Manager, and District Social Service Administration Board plus one senior staff person from each organization. Designated alternates will be allowed and encouraged to attend in order to ensure full participation.

5. PARTICIPATION:

All NOSDA meetings are open to all members of Area Services Boards, Consolidated Municipal Service Manager, and District Social Services Administration Boards.

VOTING:

The two elected members from each Area Services Board, Consolidated Municipal Service Manager and District Social Services Administration Board or their designates would, on matters requiring a vote, have voting privileges. Staff does not have voting privileges.

Any motion on which there is an equality of votes shall be declared lost.

6. QUORUM:

A quorum for an annual or general meeting will consist of a majority of the Area Services Boards, Consolidated Municipal Service Managers and District Social Services Administration Boards located in Northern Ontario.

A quorum for a divisional meeting will consist of a majority of the Area Services Boards, Consolidated Municipal Service Managers, and District Social Service Administration Boards in that division.

7. MEETINGS:

An Annual General Meeting shall be held during the week immediately following the end of the Labour Day week unless otherwise decided by the majority of NOSDA members organizations.

Meetings of the Executive, the Executive Management Committee, management sub-group, or specific task groups may take place more regularly to accomplish joint activities or planning.

The Agenda for the Annual General Meeting shall be set jointly by the Executive and the Executive Management Committee. Each Annual General Meeting shall have a Nominating Committee; a Resolution Committee; and a Ways and Means Committee in place.

The Executive shall appoint a nomination committee three months prior to the Annual General Meeting, and that such committee shall canvass all member organizations for expressions of interest in running for any vacancy on the Executive, and that the committee should endeavour to ensure that regional balance is maintained in the Executive.

- 8. EXECUTIVE:**
The Executive shall consist of the Chair and the two Vice-Chairs and that every effort should be made to ensure the executive reflects the regions NOSDA represents.
- 9. THE EXECUTIVE MANAGEMENT COMMITTEE:**
The Executive Management Committee shall consist of: the CAOs from the Area Service Boards, Consolidated Municipal Service Managers, District Social Services Administration Boards of the elected Executive and the CAO of the host Areas Service Boards, Consolidated Municipal Service Managers, District Social Service Administration Boards of the NOSDA Coordinator position. (Resolution #2004-12, Sept 17, 2004)
- 10. TERMS OF OFFICE:**
The executive shall be elected at the Annual General Meeting.
- CHAIR: Will be selected from the Area Services Boards, Consolidated Municipal Service Managers, and District Social Service Administration Boards; Staff cannot be elected. The position will be elected at large for a two-year term with the ability to be re-elected for consecutive terms. The Chair cannot serve simultaneously as a Vice Chair.
- VICE CHAIRS: Two Vice Chair positions will be selected from the Area Services Boards, Consolidated Municipal Service Managers, and District Social Service Administration Boards; Staff cannot be elected. The positions will be elected at large for a two year term with the ability to be re-elected for consecutive terms. For the first year one Vice Chair will be elected for one year and one for two years to allow for continuity.
- 11. DUTIES OF EXECUTIVE:**
THE CHAIR shall preside at all General and Executive meetings, decide and rule on all questions of order, and make suggestions he/she may deem necessary or advisable in the interest of NOSDA. The Chair will participate in the hiring of any NOSDA staff position.
- THE VICE-CHAIRS shall assist the Chair when called upon to do so and in the absence of the Chair, shall assume the duties of the Chair.
- The Executive shall also be responsible to ensure that all resolutions passed at the Annual General Meeting of NOSDA are carried out as directed by the resolutions.

12. RESOLUTION PROCESS:

A NOSDA member may submit a Resolution duly passed by its respective organization to the NOSDA Chair at least forty-five (45) days in advance of the Annual General Meeting and such resolution shall be included in the Annual General Meeting Agenda package for consideration by member delegates attending the Annual General Meeting provided the resolution deals with matters specific to NOSDA members.

An Emergency Resolution may be considered at the Annual General Meeting if:

- The majority of delegates agree;
- Sufficient copies of the resolution are available for distribution to all accredited delegates; and
- The resolution does not commit the member organizations to expend funds or take part in any undertaking that otherwise would normally require member organizations to approve such matters or undertakings by resolution.

13. COST RECOVERY:

The group will not have a membership fee but will charge a registration fee for each meeting to cover the costs. A fee structure may be established at a later date.

NOSDA, as a cost effective co-operative model, will operate on a cost recovery basis. All costs associated with approved NOSDA meetings and /or events will be cost shared equally by each NOSDA member.

14. CONSTITUTION AMENDMENTS:

Amendments to the Constitution of the Association may be introduced at any General meeting and may be adopted by a majority vote PROVIDED that a "Notice of Intention" to introduce such amendment is given in writing to the Chair at least two months prior to the date of the meeting at which such amendment will be introduced.