

CANADIAN ELEVATOR CONTRACTORS ASSOCIATION  
ASSOCIATION CANADIENNE DES ENTREPRENEURS EN  
ASCENSEURS

**POLICY AND PROCEDURES MANUAL**

**(REVISED June 2007, February 2009, February, June & November 2010,  
June 2011, February & September 2012, February & June & November  
2013, May & October 2014, June 2015 & 2017, November 2017)**

This Policy and Procedures Manual contains the Constitution and By-Laws of the Canadian Elevator Contractors Association as well as policies and procedures developed and approved over the years by the Board of Directors.

The intent of this manual is to set down guidelines of established procedures to assist and inform newly elected Directors, Officers and committee Chairmen in the performance of their duties

Directors are requested as part of their duties to thoroughly read, learn and understand our Constitution and our Policy and Procedures manual.

*This manual contains proprietary information and is the property of the Canadian Elevator Contractors Association.*

# CANADIAN ELEVATOR CONTRACTORS ASSOCIATION

## Policy and Procedure Manual

### INDEX

C.E.C.A. CONSTITUTION .....	3 – 8
C.E.C.A. BY-LAWS .....	10 – 12
C.E.C.A. CODE OF ETHICAL PRACTICES .....	13
BASIC ORGANIZATIONAL PRINCIPALS .....	14 – 16
MEMBERSHIP GUIDELINES .....	17 – 18
NOMINATING AND VOTING PROCEDURES .....	19 – 20
DUTIES OF: REGIONAL CHAIRMAN .....	21 – 24
VICE PRESIDENT	
SECRETARY	
MEMBERSHIP CHAIRMAN	
TREASURER	
PAST PRESIDENT	
SUPPLIER DIRECTORS	
ACCOUNTING PROCEDURES & PAYMENT OF DUES ..	25
DIRECTORS EXPENSES .....	26
CONVENTION GUEST POLICIES .....	27 – 28
CONVENTION GUIDELINES .....	29 – 36

# CANADIAN ELEVATOR CONTRACTORS ASSOCIATION

## CONSTITUTION

(Revised June, 2007) – Editorial & Contents

Revised June, 2013 – Article V: section 9.3 deleted, Social Membership added

Article V Section 2, 6, 9, 11, 12, 13 (added)

Article VI Section 4

Article VIII Section 2

Revised May 2014 – Institutional Membership added Article V sections 9-11 inserted;

Article VI revised accordingly.

### ARTICLE I... NAME

This association shall be known as:

CANADIAN ELEVATOR CONTRACTORS ASSOCIATION  
ASSOCIATION CANADIENNE DES ENTREPRENEURS EN ASCENSEURS

### ARTICLE II... PURPOSE

The several purposes of this organization are:

To be a service organization;

To promote better relations between the members of this Association and prospective users of equipment as defined in Article III herein;

For each member to be of mutual aid and assistance to the remaining members in those ways necessary to promote their welfare.

To maintain liaison with the remainder of the elevator industry;

To maintain a central office consistent with the structure of the organization;

To gather, analyze, appraise and disseminate information and ideas pertaining to be the elevator industry;

To constantly strive for the betterment of relations between employee and employer;

To act as representative of its members in negotiations with the International Union of Elevator Constructors and any other labour organization with which this Association may be authorized to deal;

In general, to do all things proper and necessary to promote the general welfare of the Association and the members thereof and to contribute to its well-being to the end that it will at all times wisely serve its members, the industry and the public;

Including liaison with the Federal, Provincial and Municipal Governments of Canada.

### ARTICLE III... SCOPE

The elevator industry, which embraces the manufacturing, installation, alteration, repair and maintenance of mechanical conveying systems, apparatus, accessories and other equipment such as elevators, hoists, escalators, flying scaffolds, ski lifts, dumbwaiters, moveable stage platforms, rolling sidewalks, handicap lifts and other similar equipment generally used or usable for transporting persons, things, or materials.

## **ARTICLE IV... TERRITORY**

The territory in which the Association may operate is unlimited.

## **ARTICLE V... MEMBERSHIP**

### **Section 1.**

**CONTRACTOR MEMBERSHIP** of this Association shall be composed of corporations, partnerships, and individuals regularly and substantially engaged in the business of selling, installing and servicing of equipment, as described in Article III.

### **Section 2.**

Contractor membership shall be vested in the partnership or corporation as such, or in the name or firm of the individual doing business in such name. Any member may hold office in the Association, vote and exercise all the rights and duties of membership, provided that representatives will be limited to not more than one representative of said member holding office in each region however, not more than one representative of said member shall vote on any motion or any issue at an election.

### **Section 3.**

Each Contractor member shall be entitled to a seat in all conventions and to vote on any matter as stated in Section 2 above, provided that the member may vote only through a duly authorized representative who is substantially associated with the member.

### **Section 4.**

Application for Contractor membership, in order to be considered, must be accompanied by the initiation fee (if applicable) and dues for the first year.

### **Section 5.**

**SUPPLIER MEMBERSHIP** of this Association shall be composed of corporations, partnerships and the individuals regularly and substantially engaged in what is known in the elevator industry as supplying components, accessories, or services for equipment, directly to Contractor members, for equipment as described in Article III.

### **Section 6.**

Supplier membership shall carry the privilege of attending all meetings and voting their own representation to the Board of Directors.

### **Section 7.**

Application for Supplier membership, in order to be considered, must be accompanied by a cheque for the initiation fee (if applicable) and dues for the first year.

### **Section 8.**

In order to qualify, an applicant for Contractor or Supplier membership must meet the following requirements:

1. Must have been engaged in business as an elevator contractor or supplier for at least two (2) years prior to the date on which the application is made, or on acceptance by the Board of Directors.
2. Must have an established place of business.
3. Must subscribe to the principles and in practice, apply the rules promulgated in the Canadian Standard Safety Code of Elevators, Dumbwaiters and Escalators or other codes or ordinances having applicability.
4. Must have an acceptable credit rating.
5. Must subscribe to the purposes of the Association and be willing to accept committee assignments and other work to further its ends.

6. The Officers who apply on behalf of a firm or corporation must be actively engaged in its business.
7. Applicants who qualify for Contractor membership may not exhibit or display products or services at annual meetings, nor may they solicit at such times.
8. Notwithstanding paragraph (7) 7 of this section, a Contractor member may also take out Supplier membership with all the privileges of a Supplier member.

**Section 9.**

**INSTITUTIONAL MEMBERSHIP** - There shall be available to those who qualify, non voting memberships in the Association composed of organizations not primarily engaged in the business of selling, installing and servicing of elevator equipment, as described in Article III, but whose Institution is a consumer of these products and services and does not fit the description of a Contractor, Supplier, Subscription, Social or Honorary member.

**Section 10.**

Application for Institutional membership, in order to be considered, must be accompanied by a cheque for the dues for the first year.

**Section 11.**

In order to qualify, an applicant for Institutional membership must meet the following requirements:

1. Must have been in business for at least two (2) years prior to the date on which the application is made, or on acceptance by the Board of Directors.
2. Must have an established place of business.
3. Must subscribe to the principles and in practice, apply the rules promulgated in the Canadian Standard Safety Code of Elevators, Dumbwaiters and Escalators or other codes or ordinances having applicability.
4. Must have an acceptable credit rating.
5. Must subscribe to the purposes of the Association and be willing to accept committee assignments and other work to further its ends.

**Section 12.**

**SUBSCRIPTION MEMBERSHIP-** There shall be available to those who qualify, non voting memberships in the Association, as follows:

1. Architects, building planners, and all others who qualify as consultants on the installation, maintenance, conversion, design or replacement of equipment as referred to in Article III, provided they are not engaged in the business of selling, installing or servicing of equipment.
2. Individuals associated with a Contractor or Supplier member as an Officer or employee of either the member or its affiliates or subsidiaries.
3. Companies doing business as described in Article III, but with head offices outside the territorial borders of Canada.

**Section 13.**

Application for Subscription membership need not be accompanied by any sum for dues.

**Section 14.**

**SOCIAL MEMBERSHIP** – There shall be shall be available to those who qualify, nonvoting memberships in the Association, as follows:

1. Individuals who at one time were active in the organization as employees and/or as officials of a Contractor or Supplier company who are now retired or whose ownership of said company has lost its identity, as long as said individuals are not connected with the elevator industry in any way.
2. Spouses of above stated individuals whom were one time active in the elevator industry who wish to continue to be a part of the elevator industry for social reasons but are not connected with the elevator industry in any way.
3. This membership permits attendance at the Regional Meetings, regular newsletters and the right to purchase a delegates package for the conventions however it does not come with a subscription to Elevator World.

**Section 15.**

Any member, to enjoy the rights and privileges of the Association, must be in good standing.

**Section 16.**

**HONORARY MEMBERSHIPS:** May be presented at the discretion of the Board to an individual who most merits the elevator industry’s recognition – an individual who has given unselfishly of his or her time and energies to the benefit of the Association and the industry – an individual who unerringly supports and practices in the activities of the Association. The Association is encouraged to look within its membership for an individual who have given much of his or her life to the betterment of the industry and Association.

The following is a guideline regarding the qualification to be considered:

1. A person who has made a significant contribution to CECA in any one or all of the following areas:
  - a. An Officer
  - b. A Director
  - c. Committee Chairman
  - d. Committee Member
2. One who has caused some major beneficial change in the policies or direction of the Association.
3. One who has made a distinct contribution to the industry as a whole.
4. A member who has, through his employment, shown an unselfish devotion and dedication for the general betterment of CECA and the elevator industry, as a whole.
5. A member of the elevator industry who has promoted a better climate in other areas such as safety, codes and government.
6. A person who has introduced a concept to expand the influence and opportunities of the elevator industry, especially the members of CECA.
7. An individual whom is not nor will be active in the industry.

**ARTICLE VI... DUES**

**Section 1.**

New Members who qualify as either Contractor, Supplier, Dual or Institutional, shall pay an initiation fees as set by the Board of Directors. This fee may be changed at any meeting of the Board of Directors, by a two-thirds majority vote.

**Section 2.**

The annual membership dues of Contractor, Supplier, Dual and Institutional members of this Association shall be set by the Board of Directors and become due and payable at the times specified.

**Section 3.**

The annual membership dues for Subscription and Social members of this Association shall be set by the Board of Directors and payable at the times specified.

**Section 4.**

Honorary Members will not be required to pay dues or initiation fees and will receive all CECA's mailings and complimentary registration will be extended for CECA conventions.

**ARTICLE VII...                    TERMINATION OF MEMBERSHIP**

**Section 1.**

Any member – firm or individual may resign at any time upon submission of written resignation. A member resigning in good standing (dues paid to the end of the period on which termination is requested) can be reinstated without the payment of the initiation fee if one is required for the classification involved. Those not in good standing shall pay the initiation fee upon request for reinstatement, if one is required for the classification involved, and all arrears. In both instances, current dues will be charged as of the billing date nearest the date of approval for reinstatement.

**Section 2.**

The Board of Directors shall have the power to suspend or expel any member who is in arrears for dues, after giving suitable written notice for such delinquency, and any member who is one year in arrears shall be dropped automatically by the Treasurer from the rolls. Any such member may be reinstated only by paying one-half the initiation fee (if applicable) and all accumulated dues.

**Section 3.**

Any member whose location, after diligent search, is deemed unknown and/or any member who has been adjudged as bankrupt, or is otherwise known to be insolvent, will automatically be expelled from membership.

**Section 4.**

The Board Of Directors may, by three-fourth vote of those present, suspend or expel any member whose actions are found to be harmful to the best interest of the Association.

**Section 5.**

During the period of its operation, the “suspension” shall have the same meaning and shall carry the same force and effect as the term “expulsion”.

**Section 6.**

Under no conditions of termination of membership – voluntary or involuntary – shall there be a refund of dues; and further, all right, title and interest to the property and privileges of this Association shall cease with the termination of membership.

**ARTICLE VIII...                    BOARD OF DIRECTORS**

**Section 1.**

The Board of Directors shall consist of a minimum of (8) eight persons, to a maximum of (12) twelve persons, of whom six shall be from the contractor membership, as described in Article V, Section 1, herein; and of whom two (2) shall be from the Supplier membership as described in Article V, Section 5 herein. The term of Directorship shall be for a period of four (4) years, or as directed by section 7 of this article.

A dual member shall be considered a Contractor member.

No competitive Association Directors shall be accepted on the Board of Directors of CECA.

**Section 2.**

The President, Vice-President, secretary and Treasurer of the organization shall be elected by the Board of Directors from the segment of its personnel elected from the Contractor membership and each shall serve for a term of one year, except for the office of President that shall be for a term of two years, followed by a term of one year as Past-President. His term as Director shall be so extended as to accommodate these positions of office. Each member of the Board shall have one vote for each office to be filled. However, not more than one representative of said member shall vote on any motion or any issue at an election.

**Section 3.**

Between general meetings, the Directors are the sole representative of the Association and have the power of deciding matters of governing policy inclusive of, but not limited to, the convening of annual meeting, funds, and whether Contractor or Supplier membership shall have the same duties, obligations, and authority as each and every other Director, except as hereinbefore provided in Article VIII, Section 2.

**Section 4.**

The Board of Directors shall see that there is a Reserve Fund provided for the Association until the Reserve Fund is equal to at least 50%, but not to exceed 100% of the total average annual expenditures during the preceding five years. The Board of Directors may expend, as a contingency fund, a total not to exceed 10% of the funds in reserve in any one year. Expenditure of any reserve funds in excess of 10% of the total reserve must be subject to approval by the majority of the entire membership of the Association.

The Board of Directors may expend the necessary reserve funds by resolving, that because of a period of recession or depression affecting the income and financial position of the emergency project, such as expenditure is necessary to meet the current operation expenses of the Association.

**Section 5.**

In accordance with the By-Laws, the Board of Directors may convene itself at any time between or during the general assemblies of the membership. In connection with attending interim meetings, round trip air transportation from the Board members respective homes to the place of the meeting, and per diem expense, to be decided upon by the Board of each day of executive session, shall be borne by the Association.

**Section 6.**

The Board of Directors may, within its discretion, decide certain interim matters by mail ballot.

**Section 7.**

Where membership vacancies occur on the Board of Directors between general assemblies, said vacancies shall be filled by the runner-up candidates at the previous elector who shall complete the terms of the Directors replaced. If a candidate is not available for a region, the Board of Directors may appoint a replacement.

**Section 8.**

A quorum of at least 50% of the present Board shall be requisite minimum for the conducting of all business meetings of the Board of Directors, of which at least three shall be a Contractor Member, and at least one of whom shall be a Supplier Member when the Board is at its minimum of eight Board members. The ratio shall be adjusted when there are more than eight Board members.

**ARTICLE IX... EXECUTIVE OFFICE**

**Section 1.**

The Association may establish an Executive Office, and retain an Administrator to administer the affairs of the Association under the direction of the Board of Directors.



**Section 2.**

The budget for the Executive office, including salaries and expenses, shall be set by the Board, but shall be limited to seventy-five percent (75%) of the Association's income.

**ARTICLE X...                    AMENDMENTS**

**Section 1.**

Proposed amendments of this Constitution and By-Laws must be signed by at least one-third of the Contractor membership, provided that when the membership reaches more than forty-five, the signature of fifteen members shall be sufficient.

**Section 2.**

Such proposed amendments must then be submitted to the Board of Director's, through the Association Secretary, at least sixty days before the General Convention and to all the membership by mail at least thirty days before the next general convention. This section may be waived by three-fourths of the Contractor membership present at the General assembly.

**Section 3.**

Such proposed amendments must be presented by the Board of Directors to the Convention and shall require a three-fourths affirmative vote of those present for adoption.

**ARTICLE XI...                    DISSOLUTION**

Upon the dissolution of the Association, in any manner by law, after payments of all the Association debts and liabilities, its remaining property, if any, shall be distributed or disposed of to charities as determined by the Board of Directors.

# BY-LAWS

(Revised June, 2007) – Editorial & Contents

## Article IV Section 5

## Article V Section 1

## Charitable Donations – Article VIII Section 1. – Revised February, 2009

## Meetings Section 2 – Revised November 2017

### ARTICLE I... APPLICATION FOR MEMBERSHIP

#### Section 1.

Applicants for membership in the Association must be proposed by at least two members in good standing, one of which must be a Contractor member. Application shall be made on the printed form furnished for that purpose. Application shall contain an acceptance of the principles of the Association and an Agreement to abide by its Constitution and By-Laws, its Code of Ethical Practices, and to pay such dues and assessments as are or may be prescribed at the time or in the future.

#### Section 2.

After the report and recommendation of the Membership Committee (Board of Directors) shall have been made, the Contractor and Supplier membership of the Association shall be appraised by mail of the committee's findings. Each Contractor member shall have thirty days from receipt of the said report to indicate his preference, or lack of preference, in writing; of the applicant. After the passage of this time interval, the composite finding shall be made known, by registered mail, to the membership members of the Board of Directors, who shall, within ten (10) days from receipt of the findings, indicate in writing their vote for or against election of the applicant to membership. Failure by directors to comply shall be considered an abstention from voting. The election of an applicant to membership must be by not less than the affirmative votes of seventy-five percent (75%) of the Board of Directors. Should any member of the Association desire to make a change in membership classification, application for such a change indicating the classification desired and the qualifications for said classification shall be made to the Board of Directors. The Board of Directors, shall, within its discretion, but within the framework of the Constitution and By-Laws, grant or not grant the application within a reasonable time after its submission.

#### Section 3.

Whether or not the Committees of the Supplier, Subscription or other member classification groups shall be privileged to vote on an applicant for membership in their group shall be a matter of policy to be decided by the Board of Directors.

### ARTICLE II... MEETINGS

#### Section 1.

This Association shall hold an annual two or more day's assembly for the entire membership, at any time and place so designated by the Board of Directors.

#### Section 2.

A quorum to be in attendance in the meeting room shall be at least 10% of Contractor members with a minimum of 10 Contractor members to transact business.

#### Section 3.

The President may call a meeting of the Board of Directors whenever in his or her judgment it is advisable to do so. The President shall call a meeting of the Board of Directors, whenever so requested in writing within thirty days from receipt of such request, as follows:

<u>Number of CECA Board Members</u>	<u>Number of Directors required when written notice given</u>
8	3
9	4
10	4
11	5
12	5

Letter postmarked at least ten days prior to the date of such meeting shall be sufficient notice.

**Section 4.**

The Board of Directors shall have a minimum of two meetings per year, one of which shall be at the time of the annual meeting.

**ARTICLE III... ELECTION OF OFFICERS**

**Section 1.**

The three Regional Chairmen plus one Supplier member of the Board of Directors, appointed by the President, shall form the nominating committee.

**Section 2.**

The committee shall recommend to the Convention, candidates for vacancies on the Board of Directors; nominations to be in writing only. Additional nominations from the floor of the annual meeting will be considered, provided that the nominee verbally agrees, or a letter is presented agreeing to his acceptance of the nomination.

**Section 3.**

After nominations have been closed, the members shall elect by secret ballots.

**ARTICLE IV... DUTIES OF OFFICERS**

**Section 1.**

The President shall have general supervision over all affairs of the Association/ shall be the presiding Executive Officer of all conventions/ shall be chairman of the Board of Directors; shall, within his discretion, create any committee deemed by him to be necessary for the accomplishment of the Association objectives and appoint all personnel therefore. He shall be a joint custodian of funds with the Treasurer, and shall be an ex-officio member of all committees.

**Section 2.**

In the event of the inability of the President to perform his duty, the Vice-President shall assume and discharge all the duties of the President.

**Section 3.**

The Secretary shall be responsible for the taking and preserving of minutes at all annual meetings and business sessions of the Board of Directors. He shall perform such other duties as may be assigned to him by the Board of Directors.

**Section 4.**

The Treasurer shall be custodian of all funds of the Association. He shall direct and supervise the Administrator of the Executive office in maintaining an accurate set of disbursements records which shall be open at all times to the members. He shall make a full and complete report at the annual meeting.

**Section 5.**

The Administrator of the Executive Office, if there be such, shall maintain and office for the administration of the Association affairs, assigned by the Board of Directors, including assisting the Secretary in providing facilities for recording, transcribing and preserving minutes of all

general meetings and meetings of the Board of Directors along with historical files of the association. To maintain a library of past convention programs and information.

**Section 6.**

All officers and employees of the Association may be secured by a surety bond to be paid for by the Association.

**ARTICLE V... COMMITTEES**

**Section 1.**

The Standing Committees of the Association shall consist of two or more members, in addition to the President as an ex-officio member. The Chairman of the Committees will report the selection of their committee personnel to the President, as soon after the annual meeting as possible, and the members of these Committees shall continue to serve during the ensuing year and until their respective successors have been appointed, unless sooner relieved from service by order of the President or otherwise. The President may remove Committees if, in his judgment, such action is necessary for the good of the Association. The Committee shall have all such assistance from the Association and its Officers as may be necessary to fulfill objectives and make recommendations.

**ARTICLE VI... GOVERNMENT**

**Section 1.**

The meetings of the Association shall be governed by Robert's Rules of Order.

**ARTICLE VII... AMENDMENTS**

**Section 1.**

Amendments to these By-Laws may be accomplished by vote of three-fourths of the Contractor members at the General assembly.

**ARTICLE VIII... ORDER OF BUSINESS**

**Section 1.**

The following shall be included in the order of business of each annual meeting:

- Call to order
- Reading of minutes of last meeting
- President's remarks
- Appointment of Temporary Committees
- Reports of Officers
  - \* - Treasurer - Charitable Donations
- Reports of Standing Committees
- Unfinished business
- Reports of Temporary Committees, except Nominating Committee
- New Business
- Reports of the Nominating Committee
- Election to fill vacancies on Board of Directors
- Installation of Officers
- Adjournment

**\* CHARITABLE DONATIONS -**

Consideration regarding charitable donations the association may wish to contribute to will be reviewed and decided upon annually by the Board of Directors at the mid term Directors meeting prior to the Annual General meeting.

The membership will be advised of the charity of choice and the amount of the donation at the Gala Dinner Dance.

\* Whenever any words are used in this Policy and Procedures Manual in the masculine gender they shall be construed as though they are also used in the feminine gender or neutral gender in all situations where they would also apply. CECA Code of Ethical Practices – Revised July, 2019.

## **C.E.C.A. CODE OF ETHICAL PRACTICES**

The responsibilities and obligations of the elevator industry to the public, building owners, architects and its workers, are many, due to its position in the Canadian business world. By furnishing quality constructions, competent workmanship, and the best in management, the people and country shall be served as expected.

To fulfill this obligation, it is his duty to himself, to his customer, and his industry to make a profit in his business.

Ethical standards are essentially two-fold/ that is, to establish principles of business conduct to be observed by the members in their relation, 1) with each other and 2) with those who use their services. In either sense, they represent the minimum requirements for fair competition and honorable dealing with the concept of the Golden Rule.

Accordingly, we recommend the following principles as industry policy and practice to all members of the Canadian Elevator Contractors Association.

### **1. SANCTITY OF CONTRACT**

Contracts, whether written or oral, should be carried out in good faith to their full intent.

### **2. EMPLOYEE RELATIONS**

The welfare and success of employer and employees are independent and are of mutual concern, requiring respect, fair dealing and justice.

### **3. CONTRACTOR AND SUPPLIER RELATIONS**

The dealings between contractor and supplier must be guided by the same principles of honor and fair dealing that each party would desire if he were the other party. Proposals should not be invited or received for consideration from anyone who is known to be unqualified or from one who, for some other reason, has no genuine possibility of being awarded a contract. In cases where the supplier is also contracting, he will so notify all contractors he is bidding the project. The price of one competitor should not be made known to the other. In no case should the low bidder be led to believe that a lower bid has been received.

### **4. ARCHITECT RELATIONS**

The Contractor's responsibility to the Architect is to keep him advised of the functions and responsibilities of the elevator trade, and to advise him against uneconomical, improper practices and limitation in specifications.

### **5. COMPETITION**

Fair and bona-fide competition is not only desirable, but necessary, in Canadian business. Any act or scheme to restrict fair competition is a breach of faith and betrayal of principles. Any false or malicious word or act that would harm the reputation of a competitor is considered unethical and should be avoided.

### **6. PAYMENTS**

Payments for services rendered, material and supplies, are to be made as per terms of billing, contracts, etc.

### **7. SAFETY CODES AND STANDARDS**

The Canadian Standard Safety Code for Elevators, Dumbwaiters, and Escalators, with its revisions, should be adhered to as a minimum standard, except where local or provincial codes dictate to the contrary.

### **8. CANADA'S ANTI-SPAM LAW**

Canada's anti-spam legislation (CASL) is the federal law dealing with spam and other electronic threats. It is meant to protect Canadians while ensuring that businesses can continue to compete in the global marketplace. Failure to adhere to Canada's anti-spam laws will result in membership termination. Please review the rules and regulations set out by the Canadian government regarding this. Canada's anti-spam legislation - Office of the Privacy Commissioner of Canada - [priv.gc.ca](http://priv.gc.ca)

# BASIC ORGANIZATIONAL PRINCIPLES

## BASIC PRINCIPLES

- a) The considered rule of the majority must prevail.
- b) The rights of members with a minority opinion must be protected.
- c) Respect for the dignity of all members must be assured.
- d) A logical order of business must be provided.

## CONSTITUTION, BY-LAWS AND STANDING RULES

The Constitution: Defines the structure, purpose and organization of the group.

By-Laws: Whereas the constitution contains the policy of the organization, the By-Laws specify the means of carrying out this policy.

Standing Rules: Covers matters pertaining to the orderly process of business not significant enough to be in the By-Laws. Majority vote is sufficient for their establishment and they may be amended or rescinded by a two-third vote.

## TYPES OF MEETINGS

A "Meeting" is the assembly of the member for any length of time.

A "Session" refers to a series of meetings.

- a) Regular meeting: Held at specified times and deals with the general business of the organization.
- b) Special meeting: Convened to treat a special problem. No other business is in order.

## TYPES OF PROCEDURES

- a). Formal procedure: Does not permit discussion of a subject until it is offered as a motion, then seconded and restated by the Chair. This procedure results in quick, orderly action.
- b). Informal procedure: The membership is permitted to discuss the subject prior to framing a motion. The informal procedure forms better motions by permitting the group to arrive at a general opinion before the making of a motion.
- c). Conduct of the meeting: Whether formal or informal procedure is used, all discussion is controlled by the Chairman. Members address the Chairman as "Mr. (or Madam) Chairman". The Chairman refers to himself in the third person: "The Chair rules..." or "The Chair disagrees".
- d). Recognizing members: The Chairman need not rise when recognizing a member who wishes to speak. The Chair must recognize members in the order in which they raise their hands.

## AGENDA: ORDER OF BUSINESS

1. Call to order.
2. Minutes of the previous meeting.
3. Reports of Officers, Boards, Standing Committees.
4. Report of Special Committees.
5. Announcements.
6. Unfinished business.
7. New business.
8. Adjournment.

## **PURPOSE**

- a) The order of business provides a logical system for group considerations and the procedure by which the chair advances from one matter to another.
- b) Reports action of the elected officers.
- c) Contributes knowledge gained by special committees.
- d) Reminder of actions still pending.
- e) Furnishes knowledge and facts recently obtained.
- f) The order of business can be rearranged at any time by a two-thirds vote. (Note: Written copies of the agenda should be available at the start of each meeting).

## **AGENDA: CALL TO ORDER**

The President of the organization usually presides as the Chairman. Should he be absent, the Vice-President presides, and next the Secretary.

### a) Quorum:

The Chair opens the meeting by enquiring of the Secretary if the quorum is present. A quorum is a simple majority in legislative bodies, but in social and professional organizations it can be as low as 25% of the membership. The specific number for a quorum is in the By-Laws. To open a meeting, the Chairman stands, raps the gavel and announces, "The meeting will please come to order". When no quorum can be had, he says, "As there is no quorum, a motion to adjourn is in order". The motion is made by a member, and then seconded, and the meeting is adjourned by the Chairman.

### a) Calling the Roll:

Usually the Roll is called only if there is a question as to whether there is a proper quorum or to identify all individuals present or not present.

In cases of extreme urgency, the Chair may conduct a meeting without a quorum. Any actions approved must be ratified at the next legal meeting. An action undertaken, which breaks the faith or inflicts injury by repealing or rescinding, is illegal.

Should a meeting start with a quorum and lose it (members leaving before adjournment), discussion may continue but no vote can be taken.

### Agenda- Minutes of the previous meeting:

Minutes are the official record of the actions of the group. They are read and approved at the opening of each meeting to establish continuity of action and to check on the group's affairs. Reading of the minutes may be postponed by a majority vote but must be read at the beginning of the next meeting. The Chairman will call upon the Secretary to read the minutes.

### a) Contents of the Minute Report:

1. Name of the Group.
2. Kind of meeting (regular or special).
3. Place, date and time of meeting.
4. Name of the presiding Officer.
5. Approval of the previous minutes.
6. List of motions introduced their sponsors and their final disposition.
7. The time of the adjournment of the meeting.



b) Sanctioning of Minutes:

The minutes are read and the Chair announces, "You have listened to the minutes. Are there any corrections? (The Chair waits). If there are none, the minutes stand approved as read. Approval can be given by silent consent. If corrections are suggested, the Chair instructs the Secretary to make them. Should any objection to the Correction arise, a vote must be taken. Those in favor say 'Aye', those opposed say 'Nay', the Chair announces the results. The process is repeated if other corrections arise. The Chair finally announces, "there being no further corrections, the minutes stand approved as corrected." (Note: Minutes may be corrected at any time, but if already approved, a two-thirds majority vote is required to change them. If notice of the desired correction is posted or distributed for the membership to read prior to the consideration a majority vote is sufficient.)

# MEMBERSHIP GUIDELINES

(Revised June, 2007) – Editorial & Contents

## ACCOUNTING PROCEDURES AND PAYMENT OF DUES: - DUES AND INITIATION FEES

### General Notes

Application procedure for new members must be strictly in accordance with the By-Laws, Article 1, Section 1 & 2. It was agreed by the Board of Directors in June 1989, that the new member application approval should be extended to 45 days from mailing date, and that if a complaint is received about the prospective applicant, it should go to the Directors for their decision.

An applicant for Contractor, Supplier or Dual Membership must meet the following requirement:

1. Must have been engaged in business as an elevator Contractor or Supplier at least two years prior to the date on which the application is made or on acceptance by The Board of Directors.
2. Must have an established place of business.
3. Must conform to and apply the rules promulgated in the Canadian Safety Code for Elevators, Dumbwaiters and Escalators or any other applicable codes or ordinances.
4. Must have an acceptable credit rating.
5. Must subscribe to the purposes of the Association and be willing to accept committee assignments and other work to further the ends of the Association.
6. All membership applications must be accompanied by a cheque in the full amount of the initiation fee (if applicable) and dues.
7. All membership applications must be approved by the Regional Chairman in addition to any other sponsors.
8. All sponsored applications should be forwarded to the Membership Chairman for process.
9. The individual that is registered as the Member's representative in the Membership Directory is the only person authorized to sponsor prospective members.

### CONTRACTOR MEMBERSHIP:

In order for a prospective Contractor Member to be able to attend an annual convention, he must have completed all application and approval procedure at least one month prior to the annual General Meeting.

### SUPPLIER MEMBERSHIP:

In order for a prospective Supplier Member to be able to display his products at a Convention, he must have completed all application and approval procedures prior to March 31<sup>st</sup>, of the current Convention year.

### DUAL MEMBERSHIP:

A company that is actively engaged in the business of installing, maintaining, modernizing and repairing elevator equipment as well as manufacturing related equipment, may not hold Supplier Membership only. The company may obtain a Contractor classification with the restriction against displaying or selling at Conventions, or he may obtain a Dual Membership with privileges of both classifications. At General Meetings a Dual Member will be considered as a Contractor Member for voting purposes.

**CHANGES OF MEMBERSHIP CLASSIFICATION:** A member, who wishes to change his membership classification from Contractor-Supplier-Dual-Institutional-Subscription-Social or Honorary, must first obtain approval from the Board of Directors. His dues will be restructured accordingly.

## **NOMINATING AND VOTING PROCEDURES**

### **Appointment of the Nominating Committee:**

The nominating committee will consist of the three regional Chairmen plus one Supplier Director appointed by the President. The Chairman of this committee will be the Chairman of the Region where the Convention is held in each particular year. Reference: Directors Term of Office chart.

### **Objectives of the Nominating Committee:**

To select, interview, screen and promote desirable candidates to stand for election to fill future vacancies on the Board of Directors.

### **Duties of the Nominating Committee:**

- a) To develop nominating procedure in accordance with the Constitution and By-Laws of the Association.
- b) To compile a list of vacancies to be filled at the next General Meeting.
- c) To canvas all eligible members for the Board of Directors.
- d) To advise the President of Potential nominees for his final approval prior to nomination.
- e) To advise prospective nominees of the requirements that will be made upon them in the event of their election to the Board of Directors.
- g) To obtain written consent from the nominee to serve on the Board.

### **Voting procedures:**

- a) A period will be allocated during each Annual General Meeting for the election of Directors to fill vacancies created by resignation or expiration of a current term.
- b) The election will be carried out by means of a confidential ballot.
- c) A list will be posted, prior to the election period, of candidates who have accepted nomination for the vacancies created.
- d) Under the Constitution and By-Laws, each company is entitled to one vote. Prior to voting a roll will be circulated among the general membership requiring a signature from the designated voting member indicating his eligibility to vote.
- e) Each nominee will be presented to the general membership, together with a brief summary of his company and background.
- f) A ballot form will be distributed to each eligible voting member. At the appropriate time he will be requested to indicate his preference by marking the ballot sheet with an X against the names of his choice.
- g) After the ballots have been collected, there will be a short recess, during which time the votes will be counted.
- h) It will be the responsibility of the current Board of Directors to screen and count the votes.

- i) In the event of a tie vote, the President will have the casting vote.
- j) After the votes have been counted and the new Directors elected by a majority vote, the meeting will be reconvened and the results announced to the general membership by the President.
- k) After the announcement of the successful candidates elected to the Board of Directors, and in the event of no registered objection by any member of the General Assembly or the Board of Directors, it will be moved that the names of the new Directors be written into the minutes of the Meeting and the ballots destroyed.
- l) The Secretary of the Association shall retain the names of all runners-up in the election for future replacement in the event that a Director steps down.
- m) Immediately following the adjournment of the Annual General Meeting, a Board of Directors meeting will be convened, attended by both the retiring and newly elected Members of the Board.

## **DUTIES OF THE DIRECTORS**

### **Duties Of The Supplier Directors – revised June 2008, November 2010 Duties of: Past President – Added June 2010**

#### **DUTIES OF THE REGIONAL CHAIRS –**

There shall be three regional chairmen:

1. Western (for all provinces of west of Ontario).
2. Central (Ontario)
3. Eastern (for all provinces of east of Ontario)

The Regional Chairmen shall be members of the Board of Directors. They shall be appointed by the President to conduct and supervise the affairs of the Association within their designated areas.

The duties of the Regional Chairman include but are not limited to the following:

1. Conducting regular Association regional meetings.
2. Keeping accurate minutes and attendance records of area meetings. Sending copies to all Directors and Newsletter Editor.
3. Keeping the President regularly informed of all events and affairs affecting the Association and its members in his designated area.
4. Acting as liaison between the members in his area and the Board of Directors.
5. Keeping accurate records of all expenditures involving the holding of local meetings and the the conducting of Association affairs.
6. Keeping the Treasurer fully informed of all expenses and disbursements.
7. Representing the Association in any and all matters relating to Governmental, Private, and Professional Associations in their region.
8. Serving on the nominating committee (refer to page 18).
9. Doing all things necessary for the good and welfare of the Association and in the promotion of its aims and objectives.
10. Increasing membership by promoting the advantages of belonging to C.E.C.A.

Note: The President of the Association, at his discretion, will visit each region once a year to attend a meeting. Expenses for the President shall be as defined under Director's Expenses (page 24).

#### **DUTIES OF THE VICE-PRESIDENT –**

1. Assist the President.
2. In the event of the inability of the President to perform his duty, the Vice-President shall assume and discharge all the duties of the President.
3. To maintain a library of past Convention programs.

#### **DUTIES OF THE SECRETARY**

1. Taking and preserving of the minutes of all annual meetings and business sessions of the

of the Board of Directors. Copies of these minutes to be distributed to all Board Members.

2. Keeping the Constitution and Policy and Procedure Manual up-to-date as amendments are Approved. Distribution of revised Policy and Procedure Manuals to the Board of Directors.
3. Keeping records of all correspondence and paperwork.
4. Printing and distributing of annual Directories to the membership. This is done after the annual Convention to include the Board of Directors and any amendments to the Constitution.
5. Handling of all correspondence; giving prompt attention as needed or forwarding to the President or the appropriate officer.
6. Assisting other Directors as needed.
7. Sending out copies of the latest edition of the Policy and Procedures Manual to any newly elected Directors immediately after their election.

#### **DUTIES OF THE MEMBERSHIP CHAIRMAN**

1. Answering correspondence requesting information re: membership. Forwarding application forms and C.E.C.A. brochures.
2. Check applications to ensure all requirements for membership are met.
3. Upon his approval of the application, sending a letter of his approval to the Newsletter Editor for inclusion in the next Newsletter. A copy of his approval should also be sent to the Secretary, and Treasurer of the Association.
4. If there are objections to the applicant, the Membership Chairman advises all Directors and Asks them to vote on the applicant. If 75% of the directors approve, the new applicant is accepted as a member.
5. Keeping up-to-date file on all members, adding newly-approved members to the membership list and, after confirming that the Treasurer has received their membership dues, sending them their membership packages (framed Membership Certificate in English or French, signed by the Secretary and a copy of the current membership directory).
6. To notify the Secretary, Treasurer, and News Letter Editor of any membership cancellation.

#### **DUTIES OF THE TREASURER**

1. The Treasurer shall be custodian of all funds of the Association.
2. The Treasurer shall direct and supervise the administration of the executive office in maintaining an accurate set of disbursement records which shall be open at all times to the members.
3. The Treasurer shall make a full and complete report at the Annual Conference.
4. The Treasurer shall maintain and record reserve funds as per the Policy and Procedures Manual, page 7, Section 4.
5. The Treasurer shall issue invoices and receive payment for Annual Membership Dues.
6. The Treasurer shall collect over-due accounts and sent out notices after consultation with Regional Chairman and/or Supplier Chairman.
7. By April 1<sup>st</sup> of each year, the Treasurer shall maintain current Elevator World Subscription for all companies whose membership is in good standing.

8. The Treasurer shall ensure the timely and proper renewal of all insurance policies carried by the Association.

#### **DUTIES OF THE PAST PRESIDENT – added June 2010**

As per Article VIII section two of the Constitution of the Canadian Elevators Contractors Association the term of Past President shall be for the period of one year following the two year term of office of the President. During this one year period as Past President the member must be available to the association and to the President to provide historical information as to the operation of the Board and of the Association. In this advisory role the information he provides will help all members in their decision making tasks. This informational based guidance will help provide consistency as the transformation from one President to another and from one Board to another evolves. Under the direction of the President he shall also serve as a consul reaching out to other associations, governments and industry to promote, defend and expand the interests of the association while at all times maintaining the high moral and ethical standards of the Canadian Elevator Contractors Association.

#### **DUTIES OF THE SUPPLIER DIRECTORS – revised BOD Meeting June 2008**

Beginning in 1992, the first-year Director is to be the Secretary at the Supplier Meetings, and assistant to the exhibit chairman. Prior to the Supplier meeting, the Director will distribute an "Agenda Request" form to all supplier members to be used to assist in developing an agenda for the meeting. The Director takes minutes of the Supplier Meetings and distributes copies to the other Suppliers and to the other Supplier Directors. A copy should also be sent to the Association Secretary for the Association's permanent records.

The second-year Director is to be Exhibit Chairman and works with the Convention Chair in all matters pertaining to the exhibits. Reports on convention exhibits at the Annual Supplier Meeting.

The third-year Director to be Supplier Director Chairman. Until such time that a third Supplier Director is added to the Board of Directors the first year Director takes on the additional requirements of the second year Director and works with the Convention Chair in all matters pertaining to the exhibits. Reports on convention exhibits at the Annual Supplier Meeting.

#### **DUTIES OF THE SUPPLIER DIRECTOR CHAIRMAN**

1. Acting as Chairman of and conducting the Annual Supplier meeting.
2. Coordinating the activities of the Supplier Directors in serving the needs of supplier members.
3. Calling Supplier Director Meetings as required.
4. Assisting the other Supplier Directors as needed.
5. Making recommendations to the Board of Directors regarding changes in exhibit procedures.
6. Attending all scheduled meetings of the Board of Directors, Supplier Directors and Supplier Members.
7. Performing such additional duties as are assigned by the President.
8. Coordinating all information, communications, etc. relating to Supplier Members with the other Supplier Members Directors.



## **BOD EXPECTATIONS – Added October 2014**

The CECA Board of Directors shall consist of a minimum of 8 and maximum of 12 directors with two persons from the CECA Supplier membership. The term of Directorship shall be for a period of four years, or as directed should a vacancy occur. It is expected the Directors will be fully engaged in the Association and participate in all functions available where possible including but not limited to Board of Director meetings, the Annual Convention, local regional meetings, golf outings, etc. and any opportunity to support the organization.

The Supplier Board Member may be assigned a non-executive Board position as outlined in the constitution including but not limited to Membership Chair, Supplier Chair, Exhibit Chair or Supplier Secretary. The Supplier Directors must subscribe to the purposes of the Association and shall demonstrate the dedication expected from the Supplier membership as a Supplier Representative including working for the betterment of the CECA Convention, exhibiting at the CECA Convention and participating in sponsorship opportunities.

# ACCOUNTING PROCEDURES AND PAYMENT OF DUES

## Current Membership Dues – Revised June, November 2010, June 2011, September 2012, November 2013, October 2014, June 2015

1. Dues and initiation fees will be reviewed annually at the Fall Directors Meeting and will be set by the Board of Directors. With regard to Subscription Memberships, companies or individuals supplying services to the elevator industry shall be charged the same dues as Contractor or Supplier members, but past members no longer active in the industry shall be charged a fee equal to 1/3 of the regular fee.
2. The Treasurer will issue invoices and receive payment for dues on December 15<sup>th</sup> (dated January 1<sup>st</sup>) for the coming year.
3. Dues are payable upon receipt of invoice. The Treasurer is responsible for invoicing and collecting dues.
4. The “first” reminder for late dues will be sent on February first of the current year.
5. The “final” reminder for late dues will be sent on March first of the current year.
6. Dues not received by April first of the current year will trigger automatic cancellation of membership.
7. In no event will a delinquent member be allowed to attend the convention.
8. Accounting records must be kept for seven (7) years.
9. The limit of the amount that be paid by C.E.C.A. with one officer's signature is \$3,000.00

## Current Membership Dues (2017):

Supplier	\$560 plus applicable taxes.
Contractor	\$560 plus applicable taxes.
Dual	\$790 plus applicable taxes.
Institutional	\$790 plus applicable taxes.
Subscription	\$560 plus applicable taxes.
Social	\$100 plus applicable taxes.

**N.B. Tax is payable for Canadian members only and is based on their provincial tax rates.**

## Membership Dues:

Membership dues are invoiced on December 15<sup>th</sup> of each year (dated January 1<sup>st</sup>).  
Invoices are due Net 30 days from the date of the Invoice.  
First notice reminder is sent on February 1<sup>st</sup>.  
Second and final notice reminder is sent on March 1<sup>st</sup>.  
Automatic membership cancellation occurs on April 1<sup>st</sup>.

## **DIRECTORS EXPENSES**

### **C.E.C.A. Representation at N.A.E.C. Convention – revised November 2010 Expenses – revised June 2017**

#### **Expenses**

The Association shall reimburse to a Director certain expenses incurred by him in attending a formally called Directors Meeting. These expenses shall be:

- a) Round trip transportation to and from his normal place of residence to the place of the meeting.
- b) Hotel or accommodation expenses.
- c) Meals while traveling and attending meetings.
- d) Ground transportation to and from airports.

All other expenses shall be borne by the Director. Should a Director be accompanied by his escort or immediate family, their expenses will be at the responsibility of the Director. It is expected that the Directors will take maximum advantage of discounted airfares, accommodation and ground transportation. Should a Director choose a higher class of transportation or accommodation, they will be reimbursed for the amount equivalent to the lower price ticket or item.

The Board of Directors shall, at the formally called Directors meeting, approve whether or not to pay for any additional expenses the directors incur from attending the Board of Directors meeting at the Convention, including attending the convention as a full delegate.

Upon completion of the meetings, all directors will submit their expenses with a filled-out expense form to CECA's Executive Director to obtain approval and process payment.

#### **C.E.C.A. Representation at N.A.E.C. Convention:**

It has been resolved by the Board of Directors of the Association that the current President of C.E.C.A. and his escort shall attend and represent the Association at N.A.E.C. Conventions.

It was further resolved that the Association would reimburse the President for airfare, meals and accommodation for himself and his escort while representing our Association at this function.

Following the Presidents return from this convention, the President shall formulate a report that will be presented at the next meeting of the Board of Directors. This report shall contain but not be limited to the functions and meetings that were attended, the general topics on the agendas and the prominent individuals in attendance. These meetings would include the A.G.M., the Bridge Builders Meeting and associated award and business meetings.

#### **Committee Assignments:**

In the event that the President should assign a Director to perform a committee function that would entail an excessive amount of the Director's time, travel or living expense, the Board may authorize the Association to reimburse the Director for his out-of-pocket expenses and to reimburse him a predetermined allowance for the hours worked on his assignment.

## **CONVENTION GUEST POLICIES**

### **Guests of Contractor & Supplier Members – revised June, 2011 Special Guests – revised November 2013 (consolidated two lists).**

Only members in good standing will be permitted to attend Conventions.

#### **Prospective members:**

1. A prospective member, whose business falls within either a Contractor or Supplier capacity as defined by Article V of the constitution, may on a one time basis only, be invited to attend a Convention.
2. The invitation is to be formally extended in writing by the President.
3. The Convention Chairman, upon the request of the President, will forward to the guest the usual registration forms.
4. The invited guest will be expected to pay the full registration fee.
5. The guest may not display or solicit business in any way whatsoever.
6. The guest may attend all social functions and seminars. However, he may not attend any business meetings.

#### **Special Guests:**

Under this category, the Association will bear the registration expenses, all other expenses being those of a special guest.

Special guests are defined and approved by the Board of Directors only.

#### **Special guests recognized to date:**

Two representatives of Elevator World (and guest)

N.A.E.C. Executive Director (and guest)

President of N.A.E.C. (and guest)

N.E.E.A. (and guest)

Elevator Escalator Safety Foundation – Administrator

#### **Honorary members and escorts (Registrations included in Convention costs):**

- Kenneth Andersen
- Beate Breuers
- John Dodd
- Walter Guderian
- Bernard Kelly
- James Piquet

- Teresa Witham
- Andre Belanger - **In Memoriam**
- Ron Battle – **In Memoriam**
- Roger Leclerc – **In Memoriam**
- Robert Lindegger – **In Memoriam**
- Tony Koechli – **In Memoriam**
- Russell Redmond – **In Memoriam**
- William C. Sturgeon – **In Memoriam**

**OTHER GUESTS:**

1. From time to time the Association may wish to invite other guests who are associated with the elevator industry as defined by Article V, Section 9 of the Constitution.
2. These guests may be invited at the discretion of the President or the Board of Directors and upon payment of the full registration fee may attend all Convention functions with the exception of business meetings.
3. These guests may not display products or otherwise solicit business.

**GUESTS OF CONTRACTOR AND SUPPLIER MEMBERS:**

1. Contractor and Supplier members may invite as many of their individual staff and employees as they choose. The Contractor or Supplier member will be responsible to pay the cost of any function attended by his guest.
2. The Welcome Reception is restricted to members and fully registered guests only.
3. Any Supplier or Dual member who is displaying products or services at a Convention may invite to the display area any business-related person, customer or potential customer during the normal display hours. When appropriate, any applicable fees (such as day passes, lunches) should be paid in advance or charged to the member/customer.
4. Any Contractor, Supplier, or Dual member may invite any member or employee of his company to visit the display area during normal display times. When appropriate, any applicable fees (such as day passes, lunches) should be paid in advance or charged to the member/customer.
5. A Supplier or Dual member may exhibit and sell the equipment of a manufacturer who is not a member. The Supplier and Dual member may bring technical support staff, supplied by the manufacturer to enhance his exhibit during the Conventions. The delegate and booth fees are to be paid by the Supplier.

# CONVENTION GUIDELINES

**Convention Guidelines – Editorial & Content - Revised February, 2009**  
**Honorary members – revised February, 2010**  
**Supplier Meeting – revised February, 2010**  
**Special Guests – revised June, 2011, omitted November 2013 (duplication on page 25)**  
**Duties of the Convention Chair – revised February, 2013**  
**Exhibit Installation & Removal – added October 2014**  
**Suitcasing – added October 2014**  
**Supplier attendance – added June 2018**

## **Convention Sites:**

Future Convention sites will be selected based on the recommendations of the Board of Directors and approval of the General Membership.

Convention sites should be selected at least two years in advance of the Convention date.

It is desirable that Convention sites encompass the territory of the Association.

## **Convention Chairman**

It is desirable that whenever possible the Convention Chairman be selected from within the membership of the Board and resides in the locale of the Convention.

The Convention Chairman and escort will not pay for their delegate and escort costs.

## **Duties of the Convention Chairman:**

(Include but are not limited to:)

Selection of a suitable Hotel. Please note: the Hotel & Convention site (if different from the hotel) contracts need pre-approval by 2 officers of the Board of Directors before they can be signed.

Prepare a Convention budget and submit it, along with a report to the Board of Directors for their approval at the Fall Board of Directors meeting prior to the Convention.

Arranging suitable delegate accommodation.

Arranging suitable display area.

Arranging suitable meetings and functions space.

Completing suitable catering arrangements.

Developing a Convention program and parenting it in English and French.

Preparing a list of all possible attendees.

Notification of all delegates and guests of Convention details.

Mailing of Convention registration forms.

Registration of delegates and guests at the Convention.

Coordination of all Convention activities.  
Preparing a financial statement of Convention incomes and expenses.

Submit to the Board of Directors, in a timely fashion after the Convention and in the standardized form prepared by the Treasurer, a complete report of all financial aspects of the Convention.

In general doing all things to ensure the success of the Convention.

Inviting C.E.C.A. Past Presidents to Conventions and to honor them at one of the functions.

### **Convention Activities:**

Detailed below are the functions that have to be included in any Convention program:

<b><u>Day One:</u></b>	<b>Tuesday</b>
Board of Directors Meeting	8:30 am – 5:00 pm
Registration Open	2:00 pm – 5:00 pm
Hospitality Suite	9:00 pm – 1:00 am

<b><u>Day Two:</u></b>	<b>Wednesday</b>
Golf Tournament & lunch	7:00 am – 2:00 pm
Guest Registration	10:00 am – 5:00 pm
Exhibitor Set Up	1:00 pm – 5:00 pm
President's Reception	7:00 pm – 9:00 pm
Hospitality Suite	9:00 pm – 1:00 am

<b><u>Day Three:</u></b>	<b>Thursday</b>
Registration Open	7:30 am – 5:00 pm
Kick-off Breakfast (with guest speaker)	8:00 am – 9:30 am
Annual General Meeting	10:00 am – 12:00 pm
Delegates Luncheon	12:00 pm – 1:30 pm
Exhibits Open	1:30 pm – 4:30 pm
Educational Session	2:30 pm – 3:30 pm
President's Meeting	3:00 pm – 4:00 pm
Cocktail Reception	6:00 pm – 7:00 pm
Gala Dinner Dance	7:00 pm – 1:00 am

<b><u>Day Four:</u></b>	<b>Friday</b>
Continental Breakfast	7:30 am – 10:00 am
Past President/ Current Directors Breakfast	8:00 am – 10:00 am
Suppliers Breakfast	8:00 am – 9:30 am
Registration Open	9:00 am – 4:00 pm
Exhibits Open	10:00 am – 3:30 pm
Escorts Day	10:00 am – 4:00 pm
Educational Session	10:30 am – 11:30 am
Delegate Luncheon	12:00 am – 1:30 pm
Bridge Builders Meeting	12:30 pm – 1:30 pm
Educational Session	3:30 pm – 4:30 pm
Exhibit Teardown	3:30 pm – 6:00 pm
Open Event\T.B.A.	6:00 pm – 10:00 pm
Convention Chair Hospitality Suite	10:00 pm – 1:00 am

<b><u>Day Five</u></b>	<b>Saturday</b>
Continental Breakfast	7:30 am – 10:00 am
Open Day (Golf/Area Tours)	10:00 am – 5:00 pm
Hospitality Suite	12:00 pm – 4:00 pm

Dregs Party 6:00 pm – 9:00 pm

Hospitality Suite 9:00 pm – 1:00 am

**E.E.S.F.\C. Meeting:**

Meeting date and time to be organized by Convention Host and E.E.S.F.C.

**Board Meetings:**

The Board of Directors meeting is to be held on the first day of the convention. Seating for 12 persons is required including the Administrative Assistant. The meeting room should be booked from 7:30 a.m. to 6:00 p.m. A continental breakfast is to be arranged for the Board of Directors and provided in the room between the hours of 7:30 a.m. – 9:30 a.m. A luncheon is to be arranged between the hours of 12:00 p.m. – 1:00 p.m. and an evening dinner is to be arranged for the Board of Directors and their spouses from approximately 8:00 p.m. onwards.

**President's Meeting:**

Is to be held on day three subsequent to the Annual General Meeting. The Board of Directors is to meet for approximately 1 – 2 hours and welcome new members to the Board and appoint portfolios.

**Supplier Meeting:**

A Supplier meeting is held on Day Four at the Suppliers breakfast – costs are included in the Convention budget. In the event that a Supplier's position on the Board of Directors is up for election, voting must take place prior to the Day Three Annual General Meeting. Voting may take place by electronic ballot if necessary.

**Delegates and Guests Registration: (Begins day one)**

A registration and reception table is usually set up at some convenient location in the hotel and should be posted on the hotel bulletin board. CECA signage is required.

When registering, delegates should receive their convention kits which include name tags, tickets to events, a convention program and any other information that may be required.

Provision should also be made to accommodate delegates who have not completed prior Convention registration by having Convention kits available. It will probably be necessary to accept registration fees and issue receipts. Extra tickets for various events should also be available for sale to last minute and late guests. It will also be necessary to make last minute name tags for unexpected attendees.

The location and open times of the hospitality suite should also be displayed.

A hospitality suite is usually arranged to be open, starting around 9:00 pm on the day of registration. Subsequent openings will be at the discretion of the Convention Chairman and depend upon the Convention program schedule. Drinks are complimentary to registered delegates, the estimated cost being included in the Convention budget. A bartender will be required during some of the open times. Guest passes will be issued to non-registered guest at a cost set by the Board of Directors. Gambling in the hospitality suite is prohibited.

**Presidential Suite:**

It is customary to reserve a suite for the President and escort during the Convention. This suite is usually given complimentary by the hotel. If this is not the case, C.E.C.A. will pay from the proceeds of the Convention.



### **Meeting Room:**

A meeting room is required for the Annual General Meeting of a sufficient size to accommodate all attending voting delegates.

The seating is arranged theater style.

A head table together with a podium is required to seat the Officers of the Association.

Suitable audio amplification will be required together with an easel complete with tear-off pages and writing materials.

### **Meeting Room for Directors and Supplier:**

Room requirements for Directors meetings are covered in the previous chapter on Board Meetings.

Room requirements for Supplier Meetings must be obtained from the Supplier Chairman who will provide attendance figures and meeting times.

### **Kick Off Breakfast:**

Held on day three of the Convention. It is recommended that we obtain a keynote speaker to start and set the tone of the Convention. A humorous topic is always well received.

A head table is arranged to accommodate guest speaker, the Convention Chairman and escort, the President and escort and as many of the officers and escorts as space permits, namely the Vice President, Secretary and Treasurer.

After the breakfast (either buffet style or served at the table), the Convention Chairman introduces the head table, makes a speech of welcome and outlines the Convention program. He then introduces the guest speaker.

After the guest speaker, the Convention Chairman expresses the Associations appreciation to the speaker and then closes the function. In the event there are no charges for the guest speaker, the Association usually makes a presentation of an appropriate gift (if the range of \$100.00 to \$150.00). The cost of paid speakers should be included in the Convention budget.

### **Luncheons:**

A lunch should be arranged for delegates attending the Annual General Meeting on day three and a standing luncheon for everyone on day four, in the exhibits area.

On day three, (*an optional*) head table is required to seat any speaker, the Convention Chairman, the President and any number of Association Officers that space permits. In the event there was insufficient space for all Officers at the Kick off Breakfast, it is suggested they be given priority seating. After lunch, the Convention Chairman will introduce the speaker and upon completion of the speech, terminate the luncheon.

Although some wives/escorts and other registered members may not attend the Annual General Meeting, they may wish to attend this luncheon. Provision should be made for these extra people attending the luncheon. Usually, the ladies/escorts will be occupied at this time with the ladies/escorts program. Usually we have the hotel set up a bar for this function and two "drink tickets" are made available for people attending this function.

**Cocktail Reception:**

The President’s Reception on day two of the Convention is funded by the Association. The hotel can assist in estimating the amount of liquor required once given the attendance figures. It is suggested that the cost be included in the registration fees. (Two drink tickets are usually provided).

**Annual General Meeting:**

The seating arrangements are covered in an early paragraph on “Meeting Rooms”. However coffee should be arranged to be available during the recess period when votes are counted.

**Dinner Dance:**

The Dinner Dance held on day three of the convention and includes dinner, entertainment and an orchestra to dance by. The head table should include the Convention Chairman and escort, the Past-President and escort (if a new President was elected at Convention), the newly elected President and escort, and any newly elected Directors and their escort, and space permitting, as many officers as possible. It is to be noted that during the past couple of years the head table was eliminated, and well received.

After the meal is completed, the Past President will give recognition to special guests, i.e. the President of N.A.E.C., Executive Director of N.A.E.C. and will give plaques from the Association and will introduce the new President (if applicable). , presenting him with the President’s trophy. The Past President will also introduce the new members of the Board of Directors and express the Association’s appreciation for the services rendered by retiring Board members. The newly elected President will then present the retiring President with a plaque in recognition of his services followed by an address to the assembly.

**Presentations:**

In addition to the presentation of the trophy and plaque to the newly and elected and retiring President, it is usual for the newly elected President to make an appropriate presentation to the Convention Chairman and escort (in the range of \$100.00 to \$150.00).

Outstanding Booth Award – to be awarded by the President and the Convention Chairman. Value of the award not to exceed \$100.00 and wording award:

Canadian Elevator Contractors Association

City – Year

(Year) Annual Convention

Outstanding Exhibit

Name of Company

N.B.: The plaque can be engraved and sent to the winner at a later date. The Vice President will acknowledge at the Dinner Dance the member companies who have been in C.E.C.A. for 10, 20 and 30 years.

The President may at his/her discretion choose an individual who actively supports and furthers the principals of C.E.C.A. The plaque will not be presented to a Past-President and

the award does not have to be presented annually. Presentation to be a Dinner Dance award ceremony and the plaque to be worded:

Canadian Elevator Contractors Association

Year

President's Award of Distinction for Outstanding Contributions to C.E.C.A.

**Convention Contributions:**

Some Supplier and Contractor members are good enough to contribute to the Convention by means of sponsoring cocktails, wine, coffee, flowers for the ladies, lanyards, and portfolio cases etc. The contributors should receive proper recognition by means of signs, appropriate announcements or indication on the Convention program.

**Hotel Reservations:**

The hotel will usually supply reservation cards to be sent out to all delegates for them to complete and return to the hotel. The hotel will, in return, usually send out reservation confirmations.

**Exhibit Installation and Removal:**

CECA Management reserves the right to fix the time for the installation of a booth prior to the Show opening and for its removal after the conclusion of the Show. Installation of all exhibits must be fully completed by the opening time of the exposition. Exhibits must be staffed during all Show hours and may not, to any extent, be dismantled before the Show closing. Any early dismantling or packing not previously coordinated shall be considered a breach of this policy and may affect future applications.

Should an exhibiting supplier require special consideration in regards to installation or removal of their booth, please let CECA know in advance at the time of booking and CECA will do its best to accommodate the exhibitor if possible. CECA reserves the right to assign that exhibitor a booth(s) conducive to early dismantle and less Show floor disruption.

**Suitcasing:**

Suitcasing is when a non-exhibiting company, either a current CECA supplier or a perspective CECA supplier, solicits business in exhibit hall aisles, in another company's booth or in other public spaces. This includes but is not limited to passing out information & brochures, and demonstrating products/services, etc. Suitcasing may also take the form of commercial activity conducted from a hotel guest room, a restaurant, club or any other public place of assembly involving convention attendees within the convention venues.

Any attendee who is observed to be Suitcasing as outlined above are in violation of the CECA Suitcasing Policy and will be asked to leave immediately without a refund. Additional penalties may be applied.

We ask that attendees and exhibitors report any violations you may observe to CECA Management.

**Supplier attendance at the CECA Convention:**

In order for elevator product or service suppliers to attend the CECA convention they must be a member in good standing. Suppliers do not necessarily need to exhibit but it is strongly encouraged.

Suppliers may not visit the CECA show on an exhibit day pass or be registered by another supplier member.

**Party Policy:**

CECA and your Convention Host work hard to put a Convention together for our Members and our Guests. In this respect, it is asked that no private parties be held during official CECA Convention Functions.

**General Notes:**

It is never too early to start planning the Convention.

The membership should be notified very early in the year of the convention dates.

Registration and hotel reservation forms should be sent out three months ahead of the Convention date.

Exhibition space should be organized and commitments obtained from Supplier members wishing to display. This should be done in January of the Convention year.

**Convention Budget:**

A preliminary budget is prepared approximately six months ahead of the Convention and is presented to the Board of Directors for approval at the semi-annual Board meeting prior to the Convention. The budget may include but is not limited to the following:

**Expenses:**

- Bank charges
- Organization fees and material
- Shipping and customs fees
- Charges for display area
- Clean-up
- Photographer
- Convention souvenirs
- Special events
- Entertainment
- Hospitality suite
- Speaker's fee
- Gifts for speakers and special guests
- Presentation – gifts and flowers

- Ladies/escorts programs expenses
- Delegates meals
- Hotel charges for function rooms
- Secretarial services, postage and administration costs
- Liquor and bar
- Name tags
- Convention kits
- Coffee breaks

**Revenues:**

- Delegates registration fees
- Escorts registration fees
- Extra guests registration fees
- Sale of extra function tickets
- Display revenues from suppliers
- Donations

The Convention Chairman is authorized by the Board of Directors to set up a special Convention bank account using CECA Convention 20xx and an authorized amount is forwarded to him/her by the Treasurer. This special account is intended to be utilized by the Convention Chairman to cover expenditures incurred in the organizing of the Convention and to provide a place for the depositing of Convention revenues.