

**GREEN PARTY OF ONTARIO**  
(the "GPO")

**POLICY STATEMENT DEVELOPMENT COMMITTEE CHARTER**

(Adopted as of February 20, 2021)

**1. PURPOSE OF THE POLICY STATEMENT DEVELOPMENT COMMITTEE**

The Policy Statement Development Committee (the "**Committee**") is a committee of the Provincial Executive of the GPO (the "**PE**"). The role of the PE is to oversee the Policy Statement Development Process (the "**Policy Process**"), and not to be involved in policy development. The role of the Committee is to:

- a) Implement the Policy Statement Development Process (the "Policy Process")
- b) Recommend changes to the Policy Process to the Provincial Executive (the "PE") ensuring the Policy Process continues to satisfy the criterion set out in the GPO Constitution and Bylaws and remains a relevant and effective mechanism for GPO Policy Statement development
- c) Oversee the Policy Process in meeting the criterion set out in the GPO Constitution and Bylaws and the principles and values contained therein
- d) Identify any irregularities in the Policy Process and take appropriate corrective action within scope of mandate
- e) Support and provide assistance to the membership in drafting Policy Statement Proposals and ensure the process is inclusionary
- f) Assess the Committee's own effectiveness in implementing the Policy Process
- g) Record and utilize member feedback regarding the Policy Process
- h) Take such other actions within the scope of this Charter as the PE may assign to the Committee from time to time or as the Committee deems necessary or appropriate

**2. TERM, COMPOSITION, AUTHORITY AND OPERATIONS**

*Term*

The Committee shall be formed and convened on an annual basis a minimum of fifteen (15) weeks prior to the GPO's Annual General Meeting (the "**AGM**"). The Committee shall be dissolved no earlier than four (4) weeks after the AGM and no later than sixteen (16) weeks prior to the AGM of the subsequent year.

*Composition*

The Committee shall be composed of members of the Provincial Executive (the "PE"), Shadow Cabinet or Shadow Cabinet designees, and PE designees, the number of which shall be no less

than five (5) and no greater than nine (9) members. A maximum of one (1) PE member may be a member of the Committee. The Committee shall endeavour to enlist members from diverse backgrounds and perspectives. This diversity will include but not be limited to: regional, socioeconomic, area of expertise, race, religion, sexual orientation, cultural background, gender, age.

Each member of the Committee shall be independent as determined by the PE and Shadow Cabinet.

An equal number of members of the Committee shall be appointed by the PE and by the Shadow Cabinet and continue to be members until the end of the Committee's term, or until their earlier retirement, resignation or removal. Any member of the Committee may be removed, based on reasonable grounds, by the PE at its discretion. Shadow Cabinet designee vacancies on the Committee will be appointed by the Shadow Cabinet, PE designee vacancies will be filled by the PE.

### *Authority*

The authority of the Committee is subject to the provisions of this Charter, the Constitution and Bylaws of the GPO, and such limitations as may be imposed by the PE.

The Committee shall have the authority to delegate to one or more of its members, responsibility for developing recommendations for consideration by the Committee with respect to any of the matters referred to in this Charter.

The committee shall have the authority, to use its discretion, by majority vote, to rule a Policy Statement Proposal out of order without debate, and halt it from moving through the Policy Process. This shall be done only on the occasion when a Policy Statement Proposal does not meet the review criteria as detailed in Bylaw C. In this case, the Policy Statement Proposal would cease to continue through the Policy Process immediately following the decision of the Committee.

### *Operations*

The Chair of the Committee shall be selected by the PE.

If the Chair of the Committee is not present at any meeting of the Committee, an acting Chair for the meeting shall be chosen by majority vote of the Committee from among the members present. In the case of a deadlock on any matter or vote, the Chair shall refer the matter to the PE. The Committee may appoint a secretary who need not be a member of the Committee.

The Chair shall preside at each meeting of the Committee and set the agendas for the Committee meetings. The Committee shall have the authority to establish its own rules and procedures for notice and conduct of its meetings as long as they are consistent with any provisions of the GPO's Constitution or Bylaws, or of this Charter.

The Committee shall have regular meetings (in person or by telephonic meeting) to implement the Policy Process. The Committee shall maintain a written record of its decisions. Record retention shall be in accordance with GPO procedures and requirements.

A majority of the members of the Committee shall constitute a quorum for the transaction of business and the act of a majority of the members present at any meeting at which there is a quorum shall be the act of the Committee. The Committee may also act, by unanimous written consent, in lieu of a meeting. A significant amount of work performed by members of the Committee shall take place outside of Committee meetings. This work will be formally recognized by the Committee at subsequent meetings.

The Chair of the Committee shall report to the PE on a monthly basis or as otherwise requested by the PE.

### **3. RESPONSIBILITIES AND DUTIES**

The Committee's primary responsibility is to implement the Policy Process, the key components of which are:

- a) Designing, implementing and amending a Policy Statement Process consistent with the criteria set out in the GPO Constitution and Bylaws and the principles and values contained therein
- b) Facilitating the submission of Policy Statement Proposals from GPO membership
- c) Ensuring Policy Statements do not contravene GPO values, the Global Green Charter, and the GPO's Constitution and Bylaws
- d) Developing Policy Statements consistent with the current needs of the Party
- e) Being reasonably available to support members in developing their own Policy Statement Proposal by providing guidance and feedback to facilitate the formation of Policy Statements consistent with the GPO Constitution and Bylaws and the principles and values contained therein
- f) Enlisting the help of subject matter experts to create Policy Statements that are fact based, written with inclusive language, and of the highest quality
- g) Facilitating a mechanism for GPO members to comment on Policy Statement Proposals before they are finalized, and to optionally indicate interest in sponsorship
- h) Providing a mechanism for GPO members to indicate order of preference for all finalized Policy Statement Proposals and to indicate any Policy Statement Proposals they do not wish to have presented at the AGM
- i) Notifying the Plenary Chair(s) of the Policy Statement Proposals to be presented at the AGM
- j) Ensuring the editing and formatting of finalized Policy Statement Proposals and ratified Policy Statements are completed as detailed in the Policy Process
- k) Ensuring Policy Statement Sunsetting is completed as detailed in the Policy Process
- l) Record and utilize member comments or feedback regarding efficacy of Policy Process and use this for process improvement
- m) Carrying out other duties as detailed in the Policy Process