

Events Conduct Committee

Terms of Reference

First Approved: April 21, 2022

1. AUTHORITY

The Events Conduct Committee (ECC) is a Priority Committee of the Canadian Institute of Planners. As such, it is mandated by the CIP Board of Directors and accountable to the Chief Executive Officer (CEO).

2. MANDATE

The Events Code of Conduct Enforcement Committee is responsible for enforcing and improving CIP's [Events Code of Conduct](#) (ECOC) and ensuring appropriate actions are taken to remedy violations, with particular consideration of the following CIP priorities:

- a. Providing a safe and welcoming experience at our events for all participants;
- b. CIP's principles of transparency, equality, and accountability;
- c. Ensuring the ECOC and its enforcement process remains current and up to date;
- d. Protecting the legal and reputational position of CIP

The ECC members work actively to:

- Prepare themselves for CIP events, including the Annual Conference, using ECOC specific training materials
- Administer the ECOC Intake Form at assigned events
- Determine the type of and need for immediate action necessary to enforce the ECOC
- In a timely manner, advise the CEO of specific actions needed to enforce the ECOC
- Coordinate with other ECC members, as required
- Resolve any outstanding or incoming complaints post-event, including further punitive or remedial action, as required
- Establish subcommittees to deal with appeals, as required
- Provide recommendations to the Board to improve the ECOC and its implementation

3. CHAIRS

As determined by the CEO, Priority Committees may have a chair and/or co-chairs appointed by the members of the Committee. In some circumstances, committees may not require co-chairs or the Board may choose to name a chair or co-chairs.

4. STAFF AND BOARD LIAISONS

CIP’s CEO, or designate, will serve as the Staff Liaison.

Priority Committees may be appointed a Board Liaison as a non-voting member. Board Liaisons are expected to provide: high-level oversight and, as needed, general guidance regarding scope, time, and quality.

Please refer to section 12 for specific staffing roles and responsibilities.

Staff Liaison	Wendy Vance	events@cip-icu.ca
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TERMS

Unless otherwise stated, the term of office for all committee members shall be two years, which may be renewed for a further two years, contingent upon satisfactory completion of a first term.

Terms of the committee chair(s) is established for a defined term by the CEO, not to exceed normal committee terms.

5. SUBCOMMITTEES

The chair(s) (or CEO, if there are no chairs) may create a subcommittee to effectively conduct its business, and will be responsible for appointing members to the subcommittee. If additional members are required who are not currently on the Priority Committee, the selection process will be in accordance with the established CIP process.

6. MEETINGS

The committee shall meet at least twice a year. A meeting can mean a teleconference, video conference, or an in-person meeting (where budgets allow). Additional meetings may be scheduled as required.

Each meeting shall have an agenda, prepared by the chair/co-chairs, or their designate, distributed three days in advance of the meeting.

Each meeting will include a review and declaration of any real or perceived conflicts of interest.

A record of actions and decisions will be recorded by a committee designate. This information will be maintained in the committee’s SharePoint and/or Basecamp folder.

7. GUESTS, ADVISORS, AND OBSERVERS

Committees may invite guests, advisors, and observers to their committees, who participate at the discretion of the committee.

When inviting guests, advisors, and observers to ECC meetings, members shall do so in a manner consistent with the confidential and sensitive nature of the committee.

QUORUM

Quorum is defined as a minimum of 60% of committee members. If a committee has quorum

and during the meeting some members leave early, resulting in participation falling below 50%, the meeting will still be deemed to have achieved quorum.

8. VOTING

Committee decisions require the majority support of present voting members (quorum).

If required, each voting committee member shall have one, and all questions shall be decided by a simple majority of votes cast. Board and staff liaisons do not vote.

9. LEVEL OF COMMITMENT

Generally, each committee member will be required to:

- Understand and administer the ECOC
- Attend pre-event training
- Fulfill schedule duties at in-person and virtual events, as required
- Attend meetings, as required
- Advise the Chair(s) if they are unable to attend
- Report to the Chair(s)
- Follow-up on assigned items within deadlines
- Where appropriate and desirable, lead a working group or subcommittee
- Use the CIP Basecamp to collaborate on committee-related assignments
- Participate in training for use of technology when applicable (web conferencing, Basecamp, Survey Monkey, etc.)

Unless otherwise directed by the CEO, Committees will be required to develop their own meeting agendas and document their action items.

The minimum level of effort varies.

During events, the expected time commitment is an average of 7-12 hours per day. This includes both active (meetings, administering forms, taking calls) and passive (on-call) work. At all other times, the minimum expected level of effort and time commitment is an average of 1-3 hours per month.

Requirements for the Chair(s) of the committee may be greater.

10. FINANCIAL AND HUMAN RESOURCES

Budget has been established to cover the cost of conference/video calls for the committee.

Staffing Roles and Responsibilities:

- The staff liaison will provide reasonable support to the Chair(s) of the committee
- Where necessary, contact the CEO to communicate Committee decisions

- Where necessary, contact event staff to communicate changes and/or bar access to offending attendees where the Committee finds appropriate
- Administrative support including meeting scheduling and coordination, preparation of documents, guidance on process, etc.

Members of a Priority Committee are responsible for identifying to the CEO any additional budget or human resource requirements they feel are needed to achieve their mandate.

11. REPORTING

Priority Committees: at minimum, will provide a status report for each applicable event to the CEO to include in the Board meeting package that summarizes activities, action items, and issues related to the committee's mandate. Recommendations for significant changes in direction or policy will require Board approval prior to enforcement.

These documents will be kept in the committee Basecamp folder.

Committees may request additional human or budget resources from the Board to fulfill their mandate or to respond to an emerging issue or expectation that was not contemplated in the mandate letter.

12. RESOURCES

Basecamp

Committee members are responsible for managing an ECC dedicated Basecamp. Committee members will have access to assigned documents and schedules through Basecamp, and/or have materials emailed to them by the staff liaison. Manuals for Basecamp are available by request and they are also available in the Resources folder of Basecamp. Access will end with the end of the term.

Event Code of Conduct Intake Form

The Event Code of Conduct Intake Form will be made available to the Committee. The Committee shall have access to the forms for the purposes of fulfilling its mandate.

Policies

- [CIP Events Code of Conduct](#)
- CIP Committee Policy
- CIP Code of Ethics
- Conflict of Interest Policy
- Gender Equity Policy
- [Equity, Diversity, & Inclusion Roadmap](#)

Templates

- Agendas
- Meeting Notes
- Priority Committee Report

APPENDIX

Conference

The Annual Conference is a multiday event organized by CIP in partnership with the local Provincial and Territorial Institute and Association (PTIA). The Event Code of Conduct is primarily implemented throughout the Annual Conference, as it is CIP's largest organized event of the year.

Throughout the Conference, the minimum expected level of effort from Committee members is elevated to accommodate CIP's commitment to 24-hour a day availability and quick response in regards to ECOC complaints.

Committee members who are responsible for the implementation and monitoring of the ECOC at the national conference are eligible for a conference registration rebate. All costs associated with attending and participating in the conference are the responsibility of the individual.