



Local Government Management Association

Membership Policy

March 2016

Policy Rationale

This policy is intended to provide a comprehensive overview of the various aspects of the Association's membership requirements and member relations.

Policy Statement

1. *Classification of Membership*

Regular Member

- 1.1 A person who is a Regular Member because the person is in an exempt position under contract directly or indirectly with a Local Government or with a First Nation:
 - (a) must be under contract at the time the person makes the application for membership;
 - (b) may be under contract for any length of time;
 - (c) must have some type of managerial or supervisory duties or responsibilities pursuant to the contract; and
 - (d) may have his or her membership renewed as a Regular Member even if the contract has been terminated prior to the renewal. A Regular Member on contract must not have gaps in excess of eighteen (18) months between contracts to be considered for Regular Membership. This would allow Regular Members who are on repeated interim contracts with gaps to retain Regular Member status to run for Board positions.
- 1.2 A person may be granted Regular Member status by application to the Board if they hold a unionized managerial position and are not in an active representative role in the union or its executive.
- 1.3 The Board grants membership to the Association to an individual only, not an organization, even if that organization pays the fee for the individual member.

Life Member

- 1.4 In order to determine what constitutes a recognized contribution for qualification as a Life Member, the Board may consider any of the following:

- (a) whether the person is a Member in good standing;
 - (b) whether the person have been actively involved with the Association for a minimum of 10 years;
 - (c) the length of time a person has been working in the Local Government sector;
 - (d) the degree and type of service that the person has provided to the Association or a Regional Chapter in various capacities;
 - (e) the degree or type of contribution that the person has provided to the Association;
 - (f) the degree to which a person has advanced the goals and objectives of the Association and meets the criteria in the Code of Ethics; or
 - (g) any other information that the Board deems worthy of consideration.
- 1.5 Despite section 1.4, past Presidents of the Society are automatically granted Life Member status upon the conclusion of their term of office.
- 1.6 The following persons are eligible to nominate a person to be a Life Member:
- (a) two Regular Members;
 - (b) two Life Members;
 - (c) one Regular Member and One Life Member; or
 - (d) one member of the Board.
- 1.7 In order for the Board to grant a Life Membership to an individual, the Board must pass a motion with a 2/3 majority of all Board Members voting in favour.
- 1.8 The Board may consider all nominations for Life Member at the Board meeting that occurs prior to the Annual Conference.
- 1.9 The Board will announce the awards for Life Membership to any individual at the Annual Conference.
- 1.10 The Board may grant more than one (1) Life Membership in any given year.
- 1.11 Once the Board has granted a Life Membership to a person and if the Life Member is retired, the Association will waive all fees related the Association's membership and Annual Conference attendance for that Life Member.

Affiliate Member

- 1.12 In order to determine who qualifies as an Affiliate Member, the term "public sector" means any public body, organization or entity established in the Province of British Columbia.
- 1.13 The Board may refuse an application for an Affiliate Member for whatever reason, even if the person who applies falls within one of the categories listed as Affiliate Member.

- 1.14 The following types of persons are not permitted to become an Affiliate Member:
- (a) elected officials at any level of government or public sector;
 - (b) persons involved in organizations representing citizens or citizens' issues; or
 - (c) persons involved in organizations representing the labour side of employment and labour issues.
- 1.15 In addition to the criteria set out in the bylaws, the Board may consider the following factors when determining who will be accepted as an Affiliate Member:
- (a) a person's involvement in the local government sector;
 - (b) a person's previous involvement in the Association;
 - (c) a person's suitability for involvement in the Association; or
 - (d) the reasons why a person wishes to join the Association.

Retired Member

- 1.16 Affiliate membership is also available to individuals who were a member of the Association immediately prior to retirement or is in receipt of a municipal retirement pension or equivalent and is retired from regular full time employment. No application review by the Board is required.

Student Member

- 1.17 Affiliate membership is also available to students enrolled in a full-time course of studies in an accredited Canadian post-secondary educational institution. No application review by the Board is required.

All Members

- 1.18 A Member is not permitted to act on behalf of the Association or present themselves as a representative of the Association in an official capacity unless:
- (a) the person has been elected to a position on the Board; or
 - (b) the person has been authorized by the Board or its delegate to do so.

2. *Acceptance Process*

General

- 2.1 A person who qualifies as a Regular Member will be accepted for Membership without a Board resolution unless extraordinary circumstances render the person unsuitable for Membership.
- 2.2 The following applies to Affiliate Members:

- (a) if a person wishes to become an Affiliate Member, that person must apply initially to the Board;
- (b) the Board may delegate the initial screening of any application for an Affiliate Member to a committee or the Executive Director;
- (c) the Committee or Executive Director will provide their comments on any concerns about the application for an Affiliate Member before the Board considers that application; and
- (d) a person who was a Regular Member immediately before submitting an application for an Affiliate Member will be accepted for membership as an Affiliate Member unless extraordinary circumstances render the person unsuitable for that type of membership.

2.3 Once a person has been accepted for an Affiliate Membership initially by the Board, the Board is not required to review the person’s status at renewal time.

3. Awards for Members

General

3.1 The Board may grant to a person or organization any of the following awards:

- (a) Distinguished Member;
- (b) Professional Service;
- (c) Distinguished Partner; or
- (d) Long Service.

3.2 If the Board wishes to grant an award, the Board:

- (a) must consider the granting of the award by the last Board meeting prior to the Annual Conference; and
- (b) may grant more than one (1) award in any category of awards in any given year.

3.3 (a) In order to grant the awards, the Board must pass a motion to grant the award in accordance with the following voting thresholds:

Award	Threshold
Distinguished Member	2/3 of all Board Members present at the meeting
Professional Service	Majority of Board Members present at the meeting
Distinguished Partner	2/3 of all Board Members present at the meeting

(b) The Board does not need to pass a motion for a Long Service Award since the award is based on the number of years of service by the person who will receive the Long Service Award.

3.4 At their discretion, the President may grant the President's Award to an individual or organization that they believe has contributed to the betterment of the profession or the Association.

3.5 The President may grant more than one (1) President's Award in any given year.

3.6 In addition to any certificate and mention of the achievement in the Association's communications to Members, the Association may give the person receiving the award a gift valued up to the following maximum amount:

Award	Maximum Amount for a Gift
Life Member	\$200
Distinguished Member	\$50
Professional Service	\$50
Distinguished Partner	\$50
Long Service	A pin which sets out the number of years served in increments of 5 years, starting with 20 years.
President's Award	\$200

3.7 The Association will bestow all awards granted by the Board or the President at the next Annual Conference.

3.8 The following persons are eligible to nominate a person for an award:

- (a) a member of the Board;
- (b) a Chief Administrative Officer of a BC local government;
- (c) the Regional Chapter executive; or
- (d) at least two Members who are Regular Members or Life Members.

3.9 A person who makes a nomination for an award must not be the nominee.

Distinguished Member Award

- 3.10 The Board may give a Distinguished Member award when a Regular or Life Member has made an extraordinary contribution to:
- (a) the Association; or
 - (b) a particular local government or organization.
- 3.11 The Board may consider some or all of the following criteria for a Distinguished Member award:
- (a) the person has been a Member of the Association for a minimum of 10 years;
 - (b) the person has served the Association in an executive or committee capacity at a Regional Chapter or Provincial Executive level;
 - (c) the person is not a current member of the Board at the time of nomination;
 - (d) the person is an outstanding example of one who meets the criteria set out in the Association's Code of Ethics;
 - (e) the person has made a significant contribution to the Association or to local government in the province; and
 - (f) the person has acted in a capacity that the Board deems exemplary and deserving of recognition.
- 3.12 The person who receives a Distinguished Member award does not qualify for a reduced membership rate in the Association.

Professional Service Award

- 3.13 The Board may give a Professional Service award for:
- (a) outstanding achievement by a Regular Member;
 - (b) provision of opportunities for other local government officials to benefit from those achievements of that Regular Member; and
 - (c) recognition of the positive impact on local government by the contributions of that Regular Member.
- 3.14 The Board may consider some or all of the following criteria for a Professional Service award:
- (a) Leadership – through the provision of outstanding service to local government through the development of:
 - (i) management procedures; or
 - (ii) programs that have resulted in significant cost savings or efficiencies or both
 - (b) Innovation – through the development or implementation of innovations which can be and are of benefits to local government jurisdiction; or

- (c) Community or Volunteer Service – through exemplary contributions of time and effort which result in the reinforcement of the positive role of local government through service to the community, their peers or the Association.

Distinguished Partner Award

- 3.16 The Board may give a Distinguished Partner award to an organization or an individual which has made a significant contribution to:
 - (a) the Association;
 - (b) the Members; or
 - (c) the local governments in the Province.

- 3.17 The Board may consider some or all of the following criteria for a Distinguished Partner award:
 - (a) the organization or individual is a strong supporter of the Association, its Members and local government in general; and
 - (b) the organization or individual may or may not be an Affiliate Member of the Association.

Long Service Award

- 3.18 The Board may give a Long Service Award a person who has served in a local government capacity for 20 years or longer.

- 3.19 A person's length of service:
 - (a) is determined by the total years served with any local government in Canada; and
 - (b) does not need to be consecutive in time or to spent all with one local government.

President's Award

- 3.20 The President may consider some or all of the following criteria for a President's Award:
 - (a) the person or organization is a Member or an active supporter of the Association; and
 - (b) the person or organization has made a significant contribution to the Association and its Members.

Recognition of Member Retirements and Deaths

- 3.21 The Board may recognize a member's retirement:
 - (a) in the Association's communications to the Members; or

(b) with a letter from the President.

3.22 The Board may recognize a member's death in the Association's communications to the Membership.

4. *Benefits and Privileges for Members*

4.1 Members and non-members are permitted to attend any conference, workshop or seminar of the Association, which include meetings of the Membership.

4.2 The Board may refuse, for any reason, to permit a non-member - to attend any conference, workshop, educational event, webinar or seminar of the Association.

4.3 Regular and Life Members receive the following benefits:

- (a) pension consulting services;
- (b) transition counselling services;
- (c) invitations to participate in standing committees of the Association;
- (d) opportunities to participate in innovative new initiatives, programs and services as they are developed and implemented; and
- (e) any other future services or benefits that may be designated for Members only.

5. *Disciplinary Proceedings*

Definitions

5.1 The following definitions apply to this part of the policy:

"advisory letter" means a letter sent by the Board or the Ethics Committee outlining how a member could address, correct, or alleviate the issue raised in a complaint.

"censure" means a loss of some or all rights and privileges of Membership including but not limited to:

- (a) suspension from participation in any meeting of the Members;
- (b) suspension of the right to participate in the Association's communications;
- (c) suspension of the right to run for office in the Association; or
- (d) suspension of the privileges of Membership for a specific period of time.

"complaint" means an allegation about a subject member related to:

- (a) misconduct by the subject member pertaining to the Association;
- (b) a breach of the Association's Code of Ethics, bylaws or policies; or

- (c) serious misconduct by the subject member which has a negative impact on the local government sector in general.

“complainant” means the person who makes an allegation about the subject member.

“frivolous” includes trivial, not serious, trifling or futile.

“malicious” includes bearing active ill will or spite or having wrongful intentions towards any other.

“misconduct” includes but is not limited to behavior which is:

- (a) objectionable;
- (b) offensive;
- (c) negligent;
- (d) improper;
- (e) unethical, including intentionally making a false or misleading statement to the Association;
- (f) a criminal offence and for which a guilty verdict is found (except for minor traffic violations);
- (g) detrimental or prejudicial to the Association and its reputation;
- (h) serious incompetence or actions that otherwise brings into disrepute the local government sector through the subject member’s behavior;
- (i) subject to a disciplinary sanction imposed by any regulatory body; or
- (j) subject to a major disciplinary sanction imposed by an employer.

“subject member” means a Member who is the subject of the complaint.

“vexatious” includes causing or tending to cause irritation or distress, not having sufficient grounds for action or seeking only to cause annoyance.

Receiving and Investigating a Complaint

- 5.1 A person, who is not a member of the Board, must submit a signed complaint in writing to the Board.
- 5.2 The Board does not require a complaint in order to investigate any misconduct of a subject member.
- 5.3 If the Board receives a complaint about a subject member, the Board may delegate the investigation of the complaint to the Ethics Committee.
- 5.4 The Ethics Committee must investigate any complaint forwarded to it by the Board.

- 5.5 The Ethics Committee has all the authority of the Board necessary in order to conduct an investigation of a complaint except for the ability to impose any recommended discipline.
- 5.6 The Ethics Committee may do the following:
- (a) require the production of any documents from the subject member;
 - (b) examine or cross examine any persons who can provide information to determine the merit of the complaint; or
 - (c) determine the degree of importance of the subject member's failure to cooperate with the investigation.
- 5.7 If done without a justifiable reason or unless the law otherwise requires, the failure of any Member to comply with any request in connection with a complaint or investigation will be considered as misconduct and may result in disciplinary proceedings against that Member.
- 5.8 If the Ethics Committee conducts a hearing as part of its investigation, it may adhere to the following process to conduct the hearing:
- (a) the Chair calls the hearing to order, outlines the jurisdiction of the Ethics Committee and reads the issue to be determined at the hearing;
 - (b) all persons are introduced;
 - (c) the Chair outlines the issues and makes an opening statement;
 - (d) the subject member or their legal counsel may make any opening statement;
 - (e) the Chair permits the introduction of any documentary evidence which is not part of a person's testimony;
 - (f) persons are called to testify, be cross-examined or respond to questions; and
 - (g) the subject member or their legal counsel may make a closing statement.
- 5.9 If the Ethics Committee conducts a hearing as part of its investigation, the Ethics Committee:
- (a) may vary the process set out in section 5.8 at its discretion; and
 - (b) must appoint a person to make a written record of the hearing.
- 5.10 The subject member is responsible for ensuring their attendance, that of their legal counsel and any persons giving evidence on the behalf of the subject member and must pay any associated costs with that attendance.
- 5.11 Persons other than the subject member and their legal counsel are excluded from any hearing conducted as part of the investigation except when they give evidence to the Ethics Committee.
- 5.12 Upon completion of the investigation of the complaint, the Ethics Committee must submit a report with a recommendation to the Board on how to resolve the complaint.

- 5.13 The subject member must:
- (a) receive a copy of the Ethic Committee's report seven(7) days in advance of the Board meeting considering the complaint; and
 - (b) be provided the opportunity to address the Board about the complaint when it considers the complaint.

Confidentiality

- 5.14 To the extent possible, all matters, investigations, proceedings and deliberations pertaining to a complaint are to be kept private and confidential by all persons involved.
- 5.15 The Ethics Committee must only reveal the nature of the complaint to persons other than complainant, the subject member and staff to the extent necessary in order to properly conduct an investigation of the complaint.
- 5.16 A Member who has been contacted by the Association as part of the investigation of the complaint must not discuss the complaint with the following persons:
- (a) the complainant;
 - (b) the subject member; or
 - (c) persons who are not involved in the complaint.
- 5.17 If the Board has not dismissed or discontinued a complaint and the time for an appeal of the discipline has elapsed, then the Board may publish to its Members or others a general description of the complaint and the action taken by the Board, without identifying the subject member except in situations when the Board has expelled the subject member.

Complaints that are Frivolous, Malicious or Vexatious

- 5.18 The Board may consider the following factors to determine if a complaint is frivolous, malicious or vexatious by whether:
- (a) the complaint adds no new information about a previous complaint which has already been resolved by the Board;
 - (b) the complaint continually changes, appearing to prolong the engagement with the Board;
 - (c) the complaint fails to identify clearly the substance or precise issues which require to be addressed;
 - (d) the complaint is solely about trivial matters to an extent out of proportion to their significance;
 - (e) the complaint is made by a person who makes excessive contact or unreasonable demands, including abusive behaviour and threats;
 - (f) the complaint is part of a "tit for tat" dispute; or
 - (g) there is another process that can be used to resolve the issue in dispute.

- 5.19 In evaluating whether a complaint is frivolous, malicious or vexatious, the Board must not dismiss the complaint without considering the following factors:
- (a) whether the issue raised in the complaint has been addressed by an external body; or
 - (b) whether the complainant has made a previous complaint about any Member that was deemed frivolous, malicious or vexatious.
- 5.20 The Board may consider whatever information it deems necessary in order to determine whether a complaint is frivolous, malicious or vexatious.

Remedies to Resolve a Complaint

- 5.21 The Board may, at any time, dismiss or discontinue taking any further steps in handling a complaint, if the Board determines that:
- (a) the complaint is unfounded or without merit;
 - (b) the complaint is frivolous, malicious or vexatious; or
 - (c) the conduct that is the subject of the complaint does not warrant disciplinary action.
- 5.22 If the Board decides to dismiss or discontinue handling the complaint, then the Board must notify the complainant and the subject matter in writing about the determination of the complaint.
- 5.23 If the Board determines that the complaint has merit and disciplinary action is warranted, then the Board may take any of the following actions to discipline the subject member:
- (a) advisory letter;
 - (b) reprimand – an official statement of rebuke;
 - (c) administrative censure for a period of six (6) months;
 - (d) formal censure for a period for more than six (6) months; or
 - (e) expulsion which includes revocation of membership.
- 5.24 The Board may enter into a written agreement with the subject member with respect to the complaint instead of imposing any form of discipline. The subject member may not appeal the written agreement or any of its terms and conditions to the Membership.
- 5.25 The Board may submit the decision to expel the subject member to a vote of the Membership in the following circumstances:
- (a) when three (3) or more Members have made separate complaints about the subject member within a 24-month time period, starting on the date that the Board has received the first complaint; or
 - (b) when the misconduct of the subject member has resulted in negative reports in the media.

- 5.26 If the Board submits the decision to expel the subject member to the Membership, the Board must follow the steps set out in the Appeal Process of the Discipline without the subject member having to appeal in writing.

Appeal Process of the Discipline

- 5.27 The subject member who has been disciplined by means of formal censure or expulsion may appeal in writing the discipline to the Membership within ten (10) days of the date that the Board has notified the subject member.
- 5.28 The Board will call an extraordinary general meeting of the Members in accordance with the bylaw provisions to deal with the appeal of the discipline of the subject member.
- 5.29 The Membership must be provided with all of the written materials considered by the Board in determining whether the complaint had any merit.
- 5.30 The subject member may make submissions to the Membership which are included with the written materials provided to the Membership in advance of the extraordinary general meeting of the Members.
- 5.31 The subject member may appear in person or have a person represent the subject member to be present and respond to questions at the extraordinary general meeting of the Members.

Reinstatement after the Expulsion

- 5.32 The Board may reconsider the decision to expel the subject member and may reinstate them in the following circumstances:
- (a) the expulsion was two (2) years or more in the past;
 - (b) the circumstances which gave rise to the complaint have been resolved to the satisfaction of the Board;
 - (c) the subject member has submitted a request to be reinstated as a Member by the Board; and
 - (d) the subject member agrees to be abide by the current bylaws and policies of the Association.
- 5.33 The Board may permit the subject member to appear before the Board or make a written submission when the Board considers the request to reinstate them.
- 5.34 The Board may consider any additional information that it deems necessary in order to consider the request to reinstate properly.
- 5.35 If at least two-thirds of all Board Members vote in favour, the Board may do the following with the request to reinstate:

- (a) reinstate the subject member to the Member status that they held before the expulsion;
- (b) reinstate the subject member to Affiliate Member status; or
- (c) impose any additional terms and conditions necessary on the subject member to protect the integrity and reputation of the Association.

5.36 If the Board cannot reach the voting threshold set out in section 5.35, then expulsion of the subject member is completed.

5.37 If the subject member is expelled, they may not make a request to be reinstated for another two (2) years.

6. Membership Fees

6.1 The Board may, by resolution, prior to the year in which the fee takes effect:

- (a) establish fees for both Regular and Affiliate members; and
- (b) establish a monthly pro-rated amount for new members.

6.2 The Board may also:

- (a) waive fees for a period of 18 months for Regular members in good standing who have notified the LGMA that they are in transition between full-time positions with a local government; or
- (b) reduce fees for a particular Member based on extraordinary personal circumstances.

6.3 The Executive Director is delegated authority, at his/her discretion, to waive or reduce fees, as appropriate, based on the criteria set out in paragraph 6.2.

Date Adopted: March 2016

Revised: September 2016

Status:

Retired: