

**EFCL Tripartite License Agreement Working Group
Terms of Reference**

1. Role

The overall role of the working group is to establish and operationalize an engagement process in which to solicit feedback from community leagues on the current Tripartite License which expires on September 20, 2021.

2. Responsibilities

Specific responsibilities of the working group include but are not limited to:

- Establish timelines with respect to its work,
- Develop a plan to solicit feedback from community leagues that will include the use of electronic surveys and round tables/meetings, and
- Review all feedback received and develop a list of priorities for the EFCL Board as they commence negotiations with the City of Edmonton on the new Tripartite License.

3. Membership

The working group will consist of three EFCL Board members/District Representatives, up to 12 community league board members (one from each EFCL district), one Area Council representative, the EFCL President (*ex officio*), and the EFCL Executive Director (*non-voting*).

All members are expected to participate in meetings and conduct the work of the working group.

A member who does not conduct the work or misses 3 meetings without a reasonable explanation will be asked by the Chair to resign from the working group. If the member refuses to resign, a vote shall be taken on the removal of the member from the working group. The working group shall secure a replacement member as soon as possible.

4. Meetings

The working group will meet once monthly or as required.

5. Term

April 1, 2019-September 20, 2021.

6. Chair

The Chair is an EFCL Board member/District Representative as selected by the EFCL Board of Directors.

The Chair shall:

- Call and chair meetings of the working group;
- Designate another working group member to chair the working group in the Chair's absence;
- Report to the EFCL Board on the progress of the working group; and
- Is the lead negotiator on behalf of the EFCL Board with respect to the new Tripartite License Agreement, in conjunction with the EFCL Executive Director.

7. Quorum

Quorum shall be simple majority of the voting working group members present at a meeting which shall include the Chair.

8. Decision-making

The working group shall strive for consensus when making decisions. If consensus cannot be achieved, the working group members must agree on how to deal with the outstanding issue, i.e. vote, continue discussion, table the issue to another meeting or take the issue to the EFCL Board.

When voting, majority rules with quorum present. There shall be no proxy or email voting unless explicitly determined by the working group in advance of a vote.

The working group cannot commit the use of EFCL's financial and staff resources without prior approval from the EFCL Executive Director. In the absence of the EFCL Executive Director, approval may be sought from the EFCL President.

9. Minutes

The staff supporting the working group shall take minutes at the working group meetings and the minutes shall be approved at subsequent meetings. Minutes will be kept and stored in accordance with EFCL's policies and procedures.

10. Guests

The Chair may invite guests to attend meetings as a resource as required.

11. Accountability

The working group is accountable to the EFCL Board through the Chair of the working group.

12. Amendments to Terms of Reference

The Terms of Reference may be revised by the working group and are subject to the approval of the EFCL Board.

13. Reference

Robert's Rules of Order.

Approved by the EFCL Board: April 11, 2019