

## **Editors' Association of Canada/Association canadienne des réviseurs Consultation Policy**

**Effective date: June 2021**

### **Policy purpose**

The purpose of this policy is to support consultation and transparency in the business of the Editors' Association of Canada/Association canadienne des réviseurs.

### **Policy statement**

The Editors' Association of Canada (Editors Canada) values consulting with members on matters that affect the association and its members. The association acknowledges that member input is vital to ensure a truly representative association.

Editors Canada values and requires transparency at all levels.

### **Definitions used within this policy**

Matters that affect the association and its members include the following:

- reputational matters, such as appearance, values and broad communication themes
- governance structures, such as committees, twig co-chairs and executives (branch executives and the national executive council)
- decision-making discussions, by committees, twig co-chairs, branch executives and the national executive council
- decisions made by the national executive council
- volunteer relations

### **Applicability**

This policy may be applied to any business of the association except that which is exempt under legislation (such as human resources or privacy issues).

Consultation formality and breadth should be gauged by how much effect a planned project or proposal will have.

The decision on whether to consult should be documented in national executive committee minutes, with each committee member's vote documented.

## **Responsibility**

These values apply to all members, affiliates and staff who do work on behalf of Editors Canada.

## **Contact information**

Enquiries about this policy should be directed to the national office of Editors Canada.

[info@editors.ca](mailto:info@editors.ca)

[www.editors.ca](http://www.editors.ca) / [www.reviseurs.ca](http://www.reviseurs.ca)

416-975-1379

1-866-226-3348 (toll-free)

## **Authority**

This policy is issued under the authority of the members of Editors Canada.

Substantive revisions to this policy must be authorized by a majority of the votes cast by members of the association at a general meeting.

This policy will be reviewed every five years.

## **References**

Related documents are

- *Confidentiality Policy*
- *Privacy Policy*