

Downtown Oshawa Business Improvement Area

(The Downtown Oshawa Board of Management)

A Codification of Policy and Procedures

Relating to Board Practice Since 1974

1. The Downtown Oshawa Business Improvement Area (DOBIA) Board (“Board”) acts as a Body and officially speaks through the Chairperson (“Chair”) or Board designate only.
2. Board members or subcommittee Chair’s have no authority, right or privilege outside their role as Board members.
3. Committees, through their elected Chair, will make recommendations to the Board.
4. The board has the final authority to accept, reject, or amend recommendations.
5. Only the Chair will contact City staff, the public, media or any other entity on behalf of the Board or on issues pertaining to Board business.
6. Although the board expects every Board member to be given common courtesy and mutual Respect by DOBIA staff, it does not required DOBIA staff to heed any individual member’s opinion or instruction.
7. As per job descriptions, all DOBIA staff report to the Board through the Chair.
8. Individual Board members may not attempt to exercise authority over the organization, unless explicitly set forth in Board policy.
9. Individual board members have no right to assert themselves regarding staff operations.
10. Only the Personnel Committee and Council representative can mediate staff disputes or undertake staff negotiations.
11. Individual Board members should respect the office of the DOBIA and not visit the premises, unless on official Board business or volunteering for the Board.
12. All members are invited to participate openly during Board and committee meetings of the DOBIA, but should respect the final decision of the Board.
13. Members will not individually render judgement, apart from the Board as a body.

14. Meetings will be open to the general membership and invited guests.
15. In camera meetings will be restricted to matters relating to litigation, personnel matters, or real estate, and shall not be discussed outside the confine of an in camera meeting.
16. Announcement of an in camera meeting should be documented on a published agenda.
17. All Board members are expected to comply with the Municipal Conflict of Interest Act.
18. The board will be an initiator of policy and programs, not merely a reactor to staff initiatives.
19. The Board will govern with an emphasis on: (i) outward vision rather than internal preoccupation; and, (ii) collective rather than individual decision making.
20. Board members will adhere to the job description for Board members, and respect that staff report to the Board through the Chair.
21. All Board members are equal and valued and share the same rights, privileges, and responsibilities as Directors of the DOBIA.
22. Only the paid Secretary (Office Administrator) to the Board shall be responsible and accountable for recording all resolutions, decisions, and other proceedings of the DOBIA.
23. The paid Secretary to the Board (Office Administrator) shall retain original copies of all Bylaws and all minutes of the proceedings of the DOBIA, and assume responsibility for forwarding all correspondence as required by the City of DOBIA.
24. Meetings shall be conducted with adherence to the Rules of Order as adopted and interpreted by Oshawa City Council (Consolidation of By-law 126-75).
25. Adherence to these established general operating procedures are mandatory, if Directors wish to participate in Board meetings and on committees. Failure to comply may result in disciplinary action or removal from the Board. The Chair of the DOBIA is responsible for bringing any infraction to the attention of the Board. The Board, by majority vote, can take any action deemed appropriate to ensure compliance.
26. The use of official DOBIA stationery and business cards is strictly limited to approved DOBIA-related communication. DOBIA letterhead and envelopes may not be used for personal correspondence. DOBIA letterhead and business cards may not be used for the purpose of soliciting private business.

Adopted by the Board Jan. 23/08

