



CONSTITUTION

National Executive FORUM ON PUBLIC PROPERTY

founded at Queen's University, Kingston

As amended at the Annual General Meeting, February 7, 2011

1. Name and status

The National Executive Forum on Public Property, formerly called the Queen's Land Forum, is an unincorporated non-profit group of Queen's University, Kingston. The University approves the budget and program for the Forum, and provides support services for its operation.

2. Objectives

The Forum promotes the development and sharing of knowledge and techniques for managing public property, by providing a neutral venue and a collegial environment for networking by senior executives responsible for the management of public property at all levels of government across Canada. The Forum is supported by Queen's University, Academic Advisors, Forum Advisors and by Associates from private business having an interest in the objectives of the Forum.

3. Members

The Forum has six classes of membership listed below. With the exception of Queen's University, members are those organizations invited to join the Forum by the Executive Committee, that pay the annual fee where applicable, and whose names are entered into the roster of members maintained by the Convenor of the Forum. The Executive Committee determines any additional rights and privileges of the six classes beyond those set out below.

3.1 Queen's University:

The University through the Vice-Principal (Research) appoints two representatives to the Forum. These representatives each have one vote at Meetings of the Forum members and one is a member of the Executive Committee and has one vote on it.

3.2 Member Organizations:

Member Organizations are organizations that have responsibility for management of public property within federal, provincial and municipal governments as well as in crown agencies and quasi-public bodies, and are represented by their senior executives. The number of Member Organizations is limited to a total of 30 organizations, with a guideline of 10 from each of the federal, provincial and municipal levels of government. Each Member Organization has one vote

at Meetings of Forum members and a representative is eligible for election to the Executive Committee of the Forum.

3.3 Associate Individuals or Organizations:

Associates are individuals and non-governmental businesses and organizations with an interest in the mission of the Forum. Associates are invited to join the Forum by the Executive Committee. The number of Associates may not be greater than the number of Member Organizations. Representatives of Associate members are not able to attend Meetings of Forum members nor can they be elected to the Executive Committee.

3.4 Academic Advisors:

Academic Advisors are professors at Universities, other than Queen's University, whose disciplines support the Forum. They are invited to join the Forum by the Executive Committee for a renewable term of two years. Each Academic Advisor has one vote at Meetings of Forum members and is eligible for election to the Executive Committee of the Forum.

3.5 Forum Advisors:

Forum Advisors are individuals or representatives of organizations whose activities support the Forum and who have an active interest in assisting the Forum's programs. They are invited to join the Forum by the Executive Committee for a renewable term of two years. Each Forum Advisor has one vote at Meetings of the Forum and is eligible for election to the Executive Committee of the Forum.

3.6 International Associates:

International Associates are government organizations, individuals and non-governmental businesses with an interest in the mission of the Forum. International Associates are invited to join the Forum by the Executive Committee. The number of International Associates is not limited. Individuals and representatives of organizations who are International Associate members are not able to attend Meetings of Forum members nor can they be elected to the Executive Committee.

4. Structure

4.1 The Executive Committee

The Executive Committee is the governing body of the Forum. It sets policies regarding membership, rights and privileges of classes of members, governance, budget, staffing, and all aspects of the Forum's activities and programs. It may delegate its powers to a Research Advisory Committee, an Operations Authority, and or any other body or individual as it sees fit.

The Executive Committee has eight members: one is a representative of Queen's University, six, including the Immediate Past Chair, are representatives of the Member Organizations, two from each level of government, and one is an Academic Advisor from another University or a Forum Advisor. The Chair is a Member Organization representative, is elected by the Executive Committee for a term of one year, and is a non-voting member of the Committee but may vote to

break a tie. The Immediate Past Chair and the Convenor are ex-officio and non-voting members. The quorum for the Committee is 3, one of whom must be a Queen's University representative.

Executive Committee members, except for the representative of Queen's University, are elected by the Annual General Meeting and serve a two year term. However, another Member Organization may be appointed by the Executive Committee to complete the term for a Member Organization that is no longer a member of the Forum.

Meetings may be held by electronic means.

4.2 Meetings of Members

The year-end for the Forum is December 31. The Annual General Meeting of the Forum shall be held early in the year to approve the Convenor's Annual Report on the previous year, including financial statements, and the proposed plan and budget for the new year. The Annual General Meeting also establishes annual fees, approves the membership roster, and approves amendments to the Constitution and conducts other business that may come before it. Approval of the Annual Report and amendments to the Constitution are not final and binding until approved by the Advisory Research Committee of Queen's University, as set out Section 5. below.

Members must be given at least 30 days notice of any amendment to the constitution and any amendment requires support by 2/3 of those voting.

Proxies must be submitted to the Convenor prior to the meeting.

Meetings may be held by electronic means.

Special meetings of voting members may be called on 14 days notice by the Chair or Convenor upon resolution of the Executive Committee or by a request in writing signed by at least 20% of voting members.

4.3 The Research Advisory Committee

The Research Advisory Committee develops the research agenda, sets terms and conditions for the execution of individual projects, and reviews project proposals and recommends these for approval by the Executive Committee. It is made up of one representative each of at least two Member Organizations, a representative of Queen's University and invited academics and professionals. The exact number and make-up of the invited members are to be decided by the Executive Committee.

4.4 The Operations Authority

The Operations Authority, consisting of the Convenor and the Faculty Coordinator, runs the day-to-day affairs of the Forum, and exercises the authority delegated to it by the Executive Committee.

4.5 The Faculty Coordinator

The Faculty Co-ordinator for the Forum is appointed by the Vice-Principal (Research). The Faculty Co-ordinator provides for the day to day co-ordination and communication with the University.

4.6 The Convenor

The Convenor is the administrator of the Forum, is hired by and reports to the Executive Committee and is paid from Forum funds. The Convenor is responsible for carrying out the program and budget approved by the Annual General Meeting and by Queen's University, and authorizes expenditures within the approved budget.

5. Relationship to Queen's University

The Forum is governed by the pertinent regulations of the Senate of Queen's University. The University has two representatives on the Forum one of whom is a member of the Executive Committee and each of whom has one vote at the Annual General Meeting.

The Queen's University Advisory Research Committee must approve the Annual Report on the activities of the Forum, including financial statements, the program and budget for the new year, and also any amendments to the Constitution.

The University provides the Forum with accounting, banking, mail, computer and legal services, as well as office space for the Forum's administration.

6. Publication and Intellectual Property

Intellectual property conceived and developed by a representative of a Member Organization or Associate member or an Academic Advisor to the Forum, or any other person who provides a paper or presentation to the Forum, is owned by that person or the person's employing or contracting institution or organization in accordance with the policies of that institution or organization. Any material submitted to the Forum may be distributed by the Forum without charge in accordance with activities that support its mission, and the Forum shall have a non-exclusive license to use or publish such material.

7. Closure

If circumstances arise that prevent the Forum from continuing to fulfill its mandate, the University will be under no obligation to continue its support of the Forum. In the event of closure, any remaining liabilities will be a charge on the assets of the Forum and the remaining assets will be distributed to the University.