



SURREY BOARD OF TRADE TRANSPORTATION TEAM TERMS OF REFERENCE – OCTOBER 2020

PURPOSE & WORKPLAN:

The role of the Surrey Board of Trade Transportation Team is to be proactive in order to research and identify issues or policies, which will become of critical concern to Surrey's business community, our members and our city. The Transportation Team, as do other Surrey Board of Trade Teams, links to the actions identified in the SBOT Adaptive Plan. The Transportation Team will:

Develop a policy position(s) to speak to the appropriate levels of government.

Continuously interact with the City of Surrey and various local jurisdictions, and federal and provincial agencies and regional bodies.

Recommend & compose action/policy/feedback to both the BC Chamber of Commerce and the Canadian Chamber of Commerce

The Team Mandate includes:

- Advocacy: Policy reports, analyses and statements on transportation: air, border, rail, road, water at all government levels
- Events and Education: relevant to the Transportation Industry for communication, information and knowledge building of member organizations

REPORTS TO:

The Surrey Board of Trade Chief Executive Officer

TEAM COMPOSITION:

- Composed of Surrey Board of Trade members that can contribute to the Purpose of the Team.
- Surrey Board of Trade members volunteer their time to provide expertise, guidance and feedback to Surrey Board of Trade staff.
- No team member will be financially compensated for his or her time.
- No expenses will be covered, unless approved by the SBOT CEO.

GOVERNMENT POLICY APPROVALS:

- Policy ideas and policy support are led by Surrey Board of Trade staff in coordination with team volunteers.
- The SBOT CEO must approve policy ideas.

ORGANIZATION:

- A quorum is not required for a meeting to take place.
- Each meeting will have an appointed Chairperson or in the absence of the Chair, the SBOT CEO will Chair the meeting or in the absence of the CEO, a delegated representative will Chair the meeting.
- Surrey Board of Trade staff composes and distributes meeting agendas and minutes.
- Regular attendance is required to maintain team participation.

PROCEDURES:

- Decisions are by consensus
- Policy Papers to be considered as formal statements of the Surrey Board of Trade are to be presented to the CEO.
- Spokespeople for the Surrey Board of Trade or for this team is the CEO, unless delegated by the CEO.
- Generally parliamentary procedures shall govern this meeting using Roberts Rules of Order
- The maximum time allotted to any team member to speak to any idea, motion or amendment will be two minutes.

MEETING DECORUM:

- Only one person speaks at a time – with a signal from the Chair that you can speak
- All comments are made through the Chair – raise your hand to speak
- Comments are confined to the current issue
- Discussion and tone of voice should be constructive to reach an action
- No cross conversations - Be respectful of others who are speaking and avoid interrupting
- No verbal attacks of other members